RWTH Language Center

Language and Writing Courses
Registration Procedure

Winter Semester 2019/2020
Language and Writing Courses Registration

Contents

• Course Program
• User Account
• Course Registration
• Dates
• Contact
Course Program
Es besteht keine Garantie, dass alle Kurse jedes Semester angeboten werden.
<table>
<thead>
<tr>
<th>Language</th>
<th>Level A1</th>
<th>Level A2</th>
<th>Level B1</th>
<th>Level B2</th>
<th>Level C1</th>
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Registration for the Language and Writing Courses of the RWTH Language Center
Registration for the Language and Writing Courses of the RWTH Language Center
### Course Program - RWTHonline

#### Lehrveranstaltungen

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Semester</th>
<th>Studienplan</th>
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**Search Term:** Deutschkurs

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<tr>
<th>Course Code</th>
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**Notes:**
- The course search feature is activated automatically on all pages.
- The number of pages is not standard in Powerpoint, so you need an add-in.
- You can download the add-in from the template center.
- After opening the template, double-click the file "RWTH AddIn Seitenzahlen" to activate it. After closing Powerpoint, it deactivates automatically.
- To create it, go to the tab "RWTH AddIn" and click the button. The page numbers will automatically be set. If you add or delete slides later, simply click the button again to update the page numbers.

### AddIn Install

1. Click on the Office button (for Office 2007-2010, round button top left) or on File (for Office 2013)
2. "PowerPoint Optionen" (for Office 2007-2010, bottom right) or Options (Office 2013)
3. AddIn
4. Choose "PowerPoint-AddIns" at the bottom and click "Gehe zu…
5. If the RWTH AddIn is displayed, delete it! Otherwise, a permanent installation is not possible.
6. Click on "Neu Hinzufügen…", search for the AddIn on your PC and click on OK
7. With "Schließen" the AddIn is permanently saved. You can always remove it.

### Registration

Registration for the Language and Writing Courses of the RWTH Language Center
Course Program

Course Fees

• Please note that fees are applicable for all RWTH German Courses:
  – 185 € for a course of 4 hours a week
  – 370 € for a course of 8 hours a week

• http://www.sz.rwth-aachen.de
User Account
User Account

In your RWTH Language Center User Account you can ... 

- find your student and personal information
- find current and previous courses
- find placement test results (you will NOT receive an e-mail)
- find registration periods for current and upcoming courses
- register for all RWTH Language Center courses
- find the grades of completed courses
- see which results have been sent to the Central Examination Office
The registration for courses at the Language Center does NOT take place via RWTH-Online!

You can do so ONLY via your User Account on the Language Center website.

To set up a User Account you need your TIM-Kennung (format ab123456) and the accompanying password.

- If you have problems with your TIM-Kennung, please contact the IT Center Service Desk
  servicedesk@itc.rwth-aachen.de, Tel.: 0241/80-24680.
  There is an IT-ServiceDesk in the Super C.

If you have not done so already, please visit our website and set up your User Account:

www.sz.rwth-aachen.de
Registration for the Language and Writing Courses of the RWTH Language Center
Your user account at the Language Center

Via your user account you may register for language and writing courses and view the results of your placement tests and your language and writing courses. If you do not yet have a user account at the Language Center, you can create one yourself.

Log in / Create account

Cookies
This web app requires cookies in order to work. If you want to use this web app, your browser must accept cookies. By using this web app, you agree to the use of cookies. Show further information

User Account

RWTH Single Sign-On

Username
Format: ab123456

Password

Login

Forgot username?
Forgot password?

Log out by closing the browser.
If you have any problems, please contact the IT-ServiceDesk.

Registration for the Language and Writing Courses of the RWTH Language Center
Course Registration
Ohne Vorkenntnisse (no previous knowledge)

- Zum Anpassen der Fußzeile unten Karteireiter Ansicht > auf Folienmaster klicken. Links in der Übersicht auf die oberste Folie scrollen und dort in die Fußzeile klicken. Das Beispiellogo kann nun entfernt werden.

- Einfügen über Karteireiter Einfügen > Grafik - Logo auswählen (PNG in RGB)
- Skalieren: Doppelklick auf Logo > unter Schriftgrad (rechts im Kopf) Höhe 2,26 cm einstellen (Breite variiert je nach Schutzraum)
- mit Schutzraum am rechten unteren Rand platzieren
- Masteransicht schließen. Das Logo ist nun auf allen Inhalts- Folien getauscht.

- Zum Tauschen der Logos in Titel- und Abschlussfolie die jeweilige Masterfolie links anklicken und dort ebenso verfahren.

Mit Vorkenntnissen (previous knowledge)

- Einstufungstest Placement Test

Online-Bewerbung
Online-Application

Online-Bezahlung (Anmeldung)
Online-Payment (Registration)

Deutschkurs
German Course
Course Registration

You must register for all RWTH Language Center courses.

• You must first **APPLY** for a course place. You can do so exclusively via your User Account during the application period.

• After the application period is completed, you can look in your User Account on the very same evening to find if you have been allotted a course place. Please look under „Registration“. Here you will also find information regarding payment procedures for the RWTH German Language Courses.

• **Payment takes place exclusively online (via Giropay oder Kreditkarte)!** Your course place is secured only after you have successfully paid for the course.

• **IMPORTANT:** Your registration is binding.
Course Registration

In your User Account, select “Registration for courses and exams”. Here you will find all active registration periods. Select the one applicable to you.
Be sure to set your priorities!

- Remember you are applying for a course place.
- It is important to set more than one priority – either within a language or a language level or among different languages.
- This increases your chances of securing a course place.
Dates – Winter Semester 2019/2020
Dates – Winter Semester 2019/2020

- Application phase: 01.10. - 08.10.2019
- Announcement of course place allotments: 09.10.2019 (evening)
- Payment for RWTH German Courses: 09.10. - 10.10.2019
- Troubleshooting, Advisory : siehe Website
- All courses begin in the week starting 14.10.2018

All dates can be found on our website:

http://www.sz.rwth-aachen.de
Contact
Contact

Language Center Service Point (Infostelle)

Opening hours:

- **Monday**: 10:00 – 12:00 and 13:00 – 14:30
- **Tuesday**: 10:00 – 12:00
- **Wednesday**: 10:00 – 12:00 and 13:00 – 14:30
- **Thursday**: 10:00 – 12:00
- **Friday**: Closed

Building 1821, Room SFo 12

(Eilfschornsteinstr. 15, Kármán-Auditorium, Entrance „Germanistik“)

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Telephone: +49 241 80 90170