

Course Registration

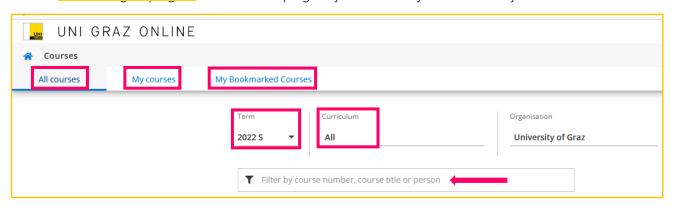
Important information (read carefully!)

- Exchange students must successfully complete a **minimum of 16 ECTS per semester at University of Graz** as their primary host institution (<u>exceptions</u>: research stays, short-term programs, Erasmus+ traineeships). If academically relevant, additional courses can be taken at other universities in Graz via co-enrollment (no extra cost). Courses taken via co-enrollment will <u>NOT</u> count towards the ECTS requirement of University of Graz. If your home university's ECTS requirement is higher than 16 ECTS, make sure you abide by their requirement!
- Course registration takes place in early September (for winter semester) and early February (for summer semester) and is only possible
 - AFTER successful application, student union payment & activation of the UNIGRAZonline student account
 - o **DURING** course registration timeframes prior to semester start
- We strongly advise students to revisit their *list of intended courses (course nr, course title)* well ahead of course registration and based on the courses for the semester of their stay to see if there have been any changes. Also include *back-up courses* on your list. In case you do not receive a placement in every course on your priority list, you then have back-ups to fall back on → *How to look for courses*
- Information to revisit
 - o Activation & set-up of the UNIGRAZonline student account
 - Information on workload and grading

HOW TO REGISTER FOR COURSES

Your activated UNIGRAZonline student account will allow you to organize your studies at Uni Graz. You will be able to search and register for courses in "All courses", compile courses you are interested in for later registration in "My bookmarked Courses" and always have an overview of the courses you are registered for in "My Courses".

- When **looking for a specific course** you have put on your list of intended courses, <u>select the correct</u> <u>semester</u> and <u>enter the course number / course title</u> from your list of intended courses to find the course in the system.
- When **looking for ALL courses in a particular degree program** (=curriculum), <u>select the semester</u> and the <u>relevant degree program</u>. Make sure the program you select is at your level of study.



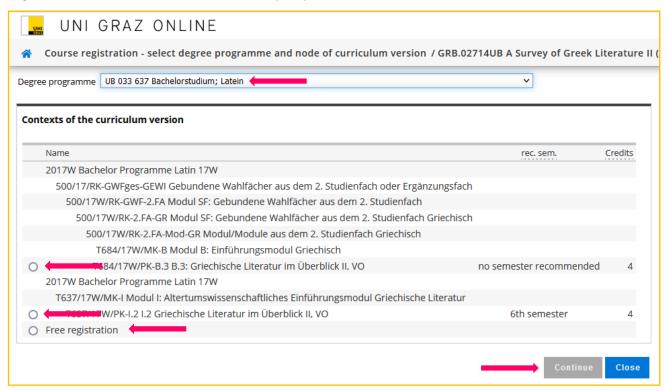
The system will then provide you with an overview of the course information for each course incl. course nr, course title, lecturer and information on course registration. To access the **course description** also including dates & times click on the <u>course title</u>. If the course if open for registration, click on "go to course registration" to **register**.



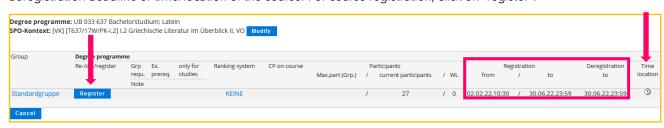
If the course is **not yet open for registration**, the registration timeframe will be displayed. Make a note so you do not miss the timeframe for registration. We suggest **bookmarking** those courses or any courses you are interested in for course registration at a later time.



If the only option for enrollment is as "Free Registration", that is what you will select. However, whenever you are provided with additional options of registering for the course, we suggest you select an option other than "Free Registration". Note that not all courses offer multiple options.



Then click "continue" to find an overview of the course registration information e.g. the registration timeframe & deregistration deadline or time/location of the course. For course registration, click on "register".



De-registration from courses is possible up to the deregistration deadline indicated for the course unless otherwise indicated. To de-register go to the course overview and click on "Edit course registration" and then on "Deregister".



ATTENTION:

- Many courses will only allow for "**Registration on waiting list**". In these courses, ALL students will remain on the waiting list until AFTER the course registration deadline is over and course placement are fixed. If you have not received a placement in one of your prioritized courses, we trust you have followed the advice to register for more courses than you need and have a back-up.
- If a course is integrated in more than one degree program and lists different number of ECTS for the different degree programs, exchange students always receive the **highest number of ECTS** listed.