



Dear exchange students,

At the University of Vienna it is in most cases necessary to register online for the lectures/courses you would like to attend. In case your department uses U:SPACE all registrations are managed within this system, therefore it is important to have an active u:account. (For more information please click here: <http://international.univie.ac.at/en/incoming-students/erasmus/registrationadmission/#c372878>)

In U:SPACE you can register for lectures/courses of the study programme within which you have been nominated. This step-by-step guide is intended to guide you through this registration process. For further questions and details please contact the relevant lecturer directly.

Registrations for courses via U:SPACE are possible only within the registration periods of the respective study management departments ("Studienprogrammleitungen"). The course registration periods are listed in the course catalogue U:FIND directly in the course details or at the fields of study after clicking on the option "Browse - Course Directory" and choosing, e.g., the area "Bachelor". If you cannot find any information, please visit the website of the department. If there are also no details published, please contact your departmental coordinator.

To register, you have two possibilities:

#### Possibility A: (recommended)

Within the course catalogue U:FIND, click on the link "**Register/Deregister for this course**" (or similar). You will be forwarded directly to the u:account login. Please note, that outside the registration periods, this link might be inactive.

The screenshot shows the U:FIND interface for the course '040058 VO ABWL Management I (2017S)'. At the top, there are navigation links for 'LOGIN', 'EN', and 'QUICKLINKS'. Below the course title, it lists '3.00 ECTS (2.00 SWS), SPL 4 - Wirtschaftswissenschaften' and provides links to 'Moodle' and 'Ustream' with a schedule of 'Fr 17.03. 11:30-13:00' in 'Hörsaal 14 Oskar-Morgenstern-Platz 1 2.Stock'. Under the heading 'Registration/Deregistration', there are three bullet points: 'Registration is open from We 15.02.2017 09:00 to We 22.02.2017 12:00', 'Registration is open from Th 09.03.2017 16:57 to Th 29.06.2017 23:59', and 'Deregistration possible until Fr 07.07.2017 23:59'. A link 'Register/Deregister for this course' is circled in red. Below this is the 'Examination dates' section.



Login: Please insert your UserID and your u:account password.

You will directly see your registration details.

### Course and examination registration system

In the course and examination registration system you can register for courses and examinations, deregister from them, and edit your current registrations. Please note the respective [periods for registration and deregistration](#).

The registration for courses and examinations is carried out in four steps:

1. **Selection of course:** Search for the respective course in the [course directory](#) or use the free text search in the registration system.
2. **Details of registration:** Indicate your degree programme, the respective curriculum item (module) and any preferred parallel courses.
3. **Assignment of points or preferences:** Depending on the system, please assign your [number of points](#) or [preferences](#).
4. **Status check:** Following your successful registration please check the [status](#).

[All details about the registration system](#)

[FAQs about the registration system](#)

#### Your registration details

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**State: angelegt**

Course	Einführung in die Formen sozialer Organisation
Terms and dates	
Director of the Studies Programme	Kultur- und Sozialanthropologie - Prüfungsanmeldung
Registration period	2015, 13.04.2015 00:01 - 21.06.2015 23:59, Abmelden bis 21.06.2015 23:59
to be confirmed by	
Classification number/Field of study *	open   clear
A 612 English and American Studies	
Module *	open   clear
205900 Interessensmodul (neu) Modul SPL 12 - Anglistik	
Comment	<input type="text"/>

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In case you have problems with the display of your account that might emerge because of the browser settings, please contact: [helpdesk.zid@univie.ac.at](mailto:helpdesk.zid@univie.ac.at).

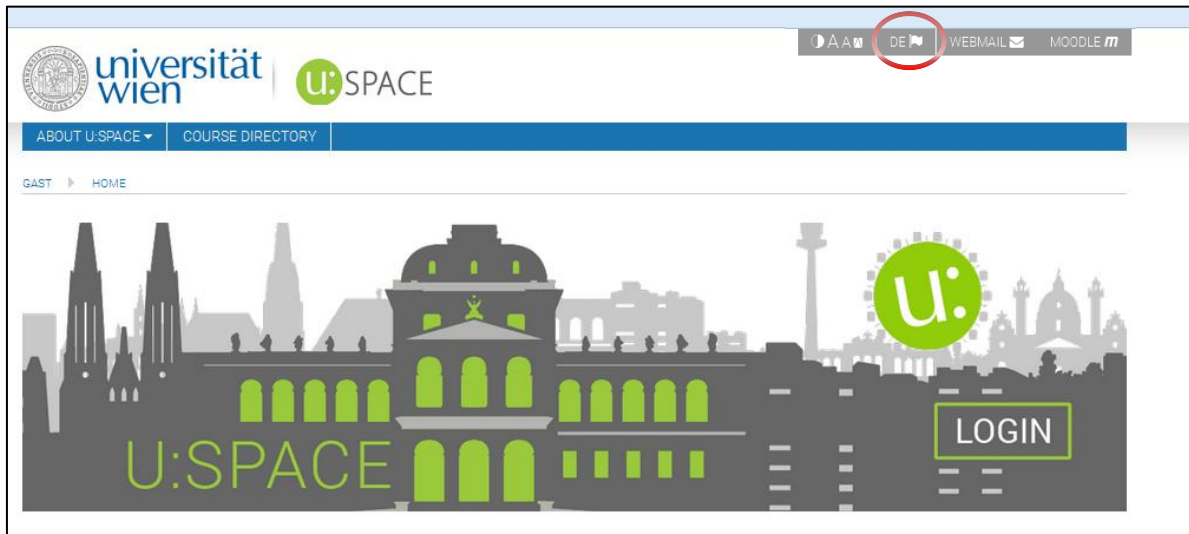
If provided (differs from department to department), click “open” next to the field “Module” and choose “ERASMUS-Modul” or “Interessensmodul” – please be aware that the name of this module can vary slightly. Click on “save”.



If you want to register for a course with limited access, please skip to [“Registration for courses with limited access”](#) in this guide.

### Possibility B:

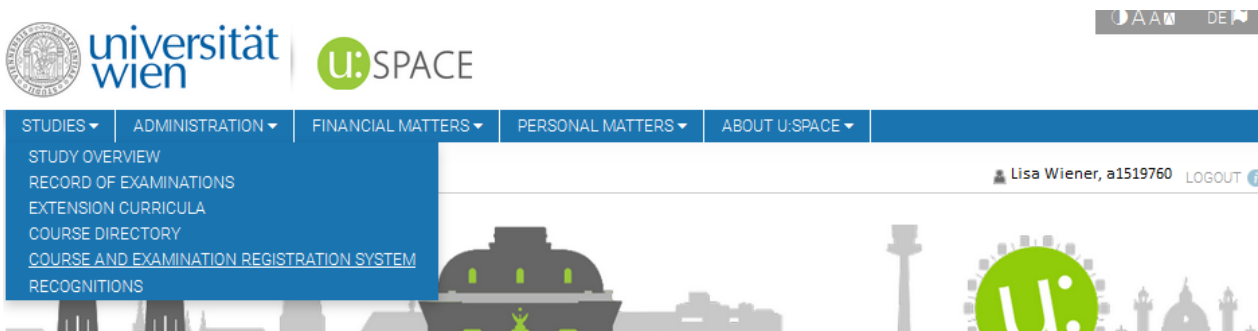
You visit U:SPACE manually <https://uspace.univie.ac.at>. On the start-page you can switch to English.



Follow the Login button and insert your UserID and your u:account password.

In case you have problems with the display of your account that might emerge because of the browser settings, please contact: [helpdesk.zid@univie.ac.at](mailto:helpdesk.zid@univie.ac.at).

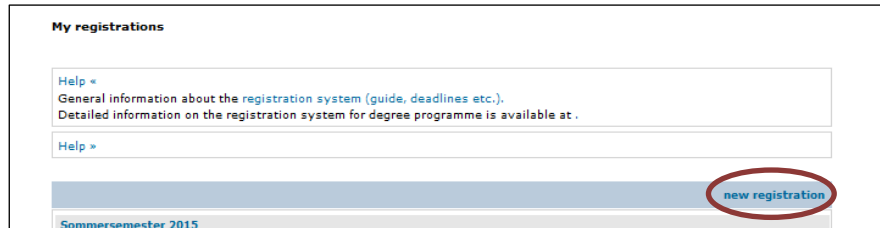
In the menu bar on the top, go to **“studies”** and click on **“course and examination registration system”**



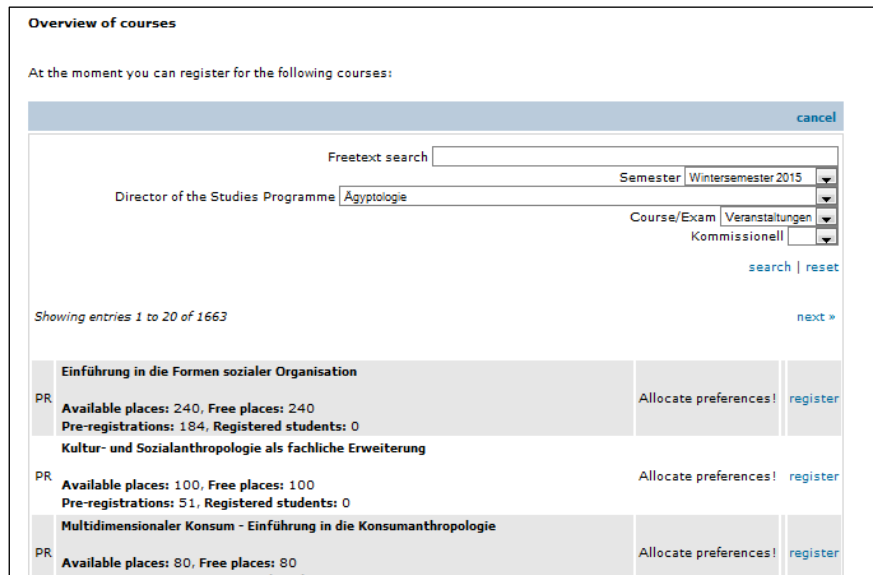
Attention! There you will also find search functions but these only consider courses you have already been registered for. If you have not registered for a certain course or exam yet this list is blank.



To register please click on the „**new registration**” button rightmost!



You now see a list of ALL courses offered by the University of Vienna – now you have to narrow the list down to the courses which are of interest to you:



**semester:** please make absolutely sure to choose the right semester

**Director of the Studies Programme:** please choose your field of study.

**Course/Exam:** please choose “Veranstaltungen”

Click on “**search**”, choose the course you would like to attend and click on “**register**”.

**Alternatively** you can also search for courses in the field “Freetext search”. Please also do not forget to choose the right semester.



You will see an overview of the course details.

**Your registration details**

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**State: angelegt**

Course	290003 (Gruppe 1) KU Methoden wissenschaftlichen Arbeitens in der Geographie; 2015S; Aufhauser, Elisabeth
Terms and dates	DO wtl von 05.03.2015 bis 07.05.2015 15.00-16.30 Ort: Hörsaal III NIG Erdgeschoß; DO 21.05.2015 09.45-11.15 Ort: Hörsaal III NIG Erdgeschoß; DO 28.05.2015, 11.06.2015 und 18.06.2015 15.00-16.30 Ort: Hörsaal III NIG Erdgeschoß
Director of the Studies Programme	Geographie
Registration period	2015S, 01.03.2015 08:00 - 30.06.2015 08:00, Abmelden bis 30.06.2015 08:00

to be confirmed by

Classification number/Field of study *	<a href="#">open</a>   <a href="#">clear</a>
A 612 English and American Studies	
Module *	<a href="#">open</a>   <a href="#">clear</a>
205900 Interessensmodul (neu) Modul SPL 12 - Anglistik	

Comment

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If provided (differs from department to department), click “open” next to the field “Module” and choose “ERASMUS-Modul” or “Interessensmodul” – please be aware that the name of this module can vary slightly.

Click on “save”.

### Registration for courses with limited access:

Especially exercises (UE)/seminars (SE) etc. are taught in classes with limited access. To guarantee a fair distribution of places, the University of Vienna uses a “Punktesystem” (“point allocation system”). Each semester you have 1000 points in total to allocate. The more points you allocate to a certain course with limited access, the higher your chances are to get into it. For example: You would like to attend 3 courses with limited access. You could now choose to allocate 333 points per course:

- Course A: 333 points - medium chance to get into the course
- Course B: 333 points - medium chance to get into the course
- Course C: 333 points - medium chance to get into the course

But maybe you have some preferences: course A would be your favorite, course B is your second choice and course C is not really important to you, so you could allocate your points in this manner:

- Course A: 700 points - high chance to get into the course
- Course B: 200 points - medium chance to get into the course
- Course C: 100 points - low chance to get into the course



**Important!** As an exchange student you have a “special status” which means, your chances to get into a course with limited access are HIGHER anyway. For ERASMUS students: You can allocate points to indicate your preferences, but the more important step is to contact your departmental coordinator and tell him/her about the courses you would like to attend. But please be aware: The **registration** for courses is **mandatory!**

If you register for a course with limited access, please click on “next”

to be confirmed by

Classification number/Field of study \* [open](#) | [clear](#)  
A 841 Publizistik-u.Kommunikationswissenschaft

Module \* [open](#) | [clear](#)  
7932 Praxisfeld feministische Medien- und Kommunikationsforschung für Quereinsteiger Sammelstudienplanpunkt SPL 22 - Publizistik- und Kommunikationswissenschaft

Comment

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You will now be asked to allocate points – enter an amount of points and click on “save”

Classification number/Field of study *	A 841 Publizistik-u.Kommunikationswissenschaft UniStG 01.10.2007
Module *	7934 Praxisfeld historische Medien- und Kommunikationsforschung für Quereinsteiger Sammelstudienplanpunkt SPL 22 - Publizistik- und Kommunikationswissenschaft
Comment	
Account balance	1000,00
Points from the last semester	0,00
allocated points/preference *	<input type="text" value="333"/>

[back](#) | [cancel](#) | [save](#)

University of Vienna | [as-support.slw@univie.ac.at](mailto:as-support.slw@univie.ac.at)

We wish you success with your lecture/course registration!