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

You will directly see your registration details.

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.
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”.

Last update: March 2017, International Office
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](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.

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.

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

Last update: March 2017, International Office
**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”**

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

We wish you success with your lecture/course registration!