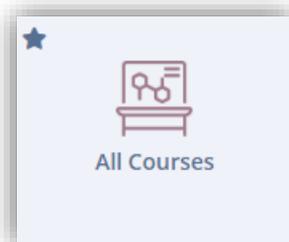# Course registration

in KUGonline

For most courses you have to register on your own via KUGonline. Only for courses in the major artistic subject the registration is done by the Registrar's Office. You can register for courses via KUGonline either in the application "**All Courses**" or in the application "**My Degree Programme**".

In order to be able to register for courses at KUG, you must pay the tuition fee or the Students' Union (ÖH) fee. Only after the payment has been credited to the KUG account, the registration will continue and the course registration in KUGonline will be activated. (You can view your payment status as well as the data relevant to the payment in KUGonline in the application Tuition Fee).

Another prerequisite for successful registration and thus for course registration in KUGonline is that no suspension is currently entered in your student file. You can check this in the KUGonline application "Suspensions" and see the reason for the suspension.

1. COURSE REGISTRATION VIA THE "ALL COURSES" APPLICATION

2. Search for the course

Open the application "**All Courses**". The course search mask will be opened where are many filter and search options. Here you can enter the wanted course in the search field. If a registration for the selected course is possible, you can navigate to the course registration mask by clicking on the button "**Course registration".**

Further option to register for a course is via its detailed view. In order to get to the course details, you need to click on the course title of the course[*]. The link "Course registration" in the navigation box in the left will lead you to the course registration window.
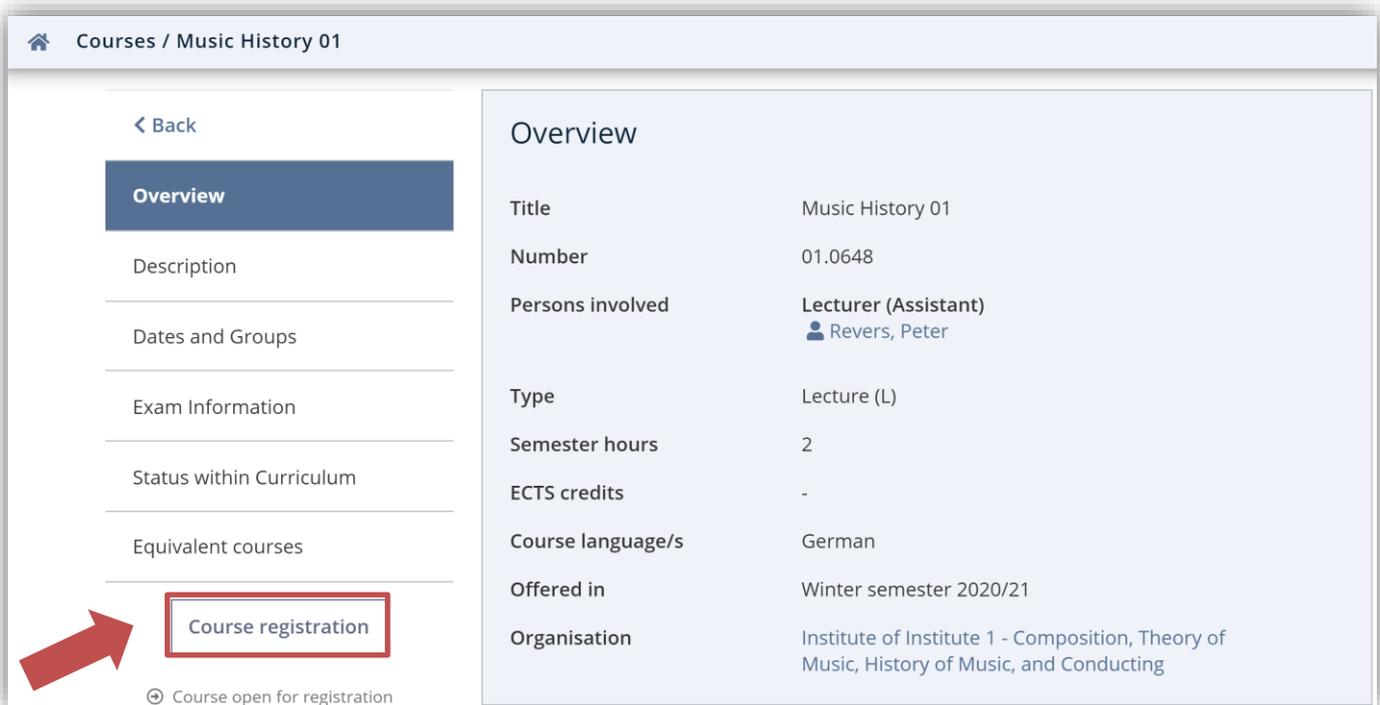
Selection of study programme and node of curriculum version

First step in the registration process is to choose the appropriate study programme for which you want to use this course. If the chosen study programme is still in the old study plan administration (example below: MA, Music education – Voice and Instruments – Jazz Posaune) no corresponding curriculum node can be found (node = technical term for subject/course of your curriculum). Therefore, please
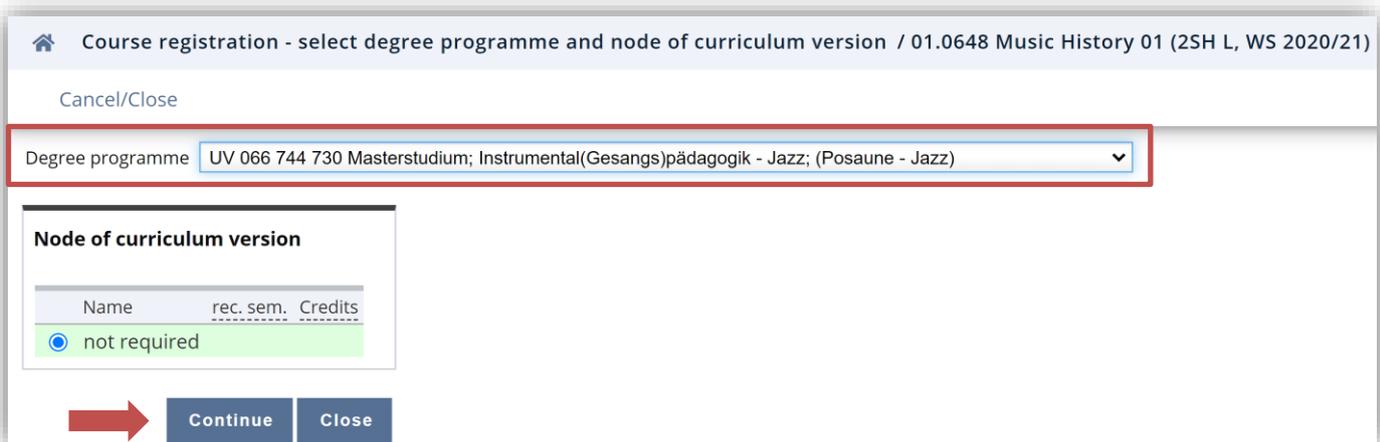
click "Continue" to go on with the registration.

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[*] Besides the course lists shown through the above-mentioned search options, courses will also be displayed via your online study plan. You are able to open your study plan by clicking on the title of your study programme in the application "My Degree Programme" or by searching the study programme using the "Degree programmes" application.

In the last step you will get a notification that you have not (yet) chosen any "SPO-Kontext" (curriculum node) which could be changed by clicking on „**Modify**". However, since the study programme you have chosen is still in the old study plan administration, no selection option is offered and thus no changes

need to be done.

Click "**Register**" to complete your registration.

Course registration in studies with the new study plan administration (SPO)

Search for the course
See the Chapter <u>Search for the course</u> above.

Selection of study programme and node of curriculum version
First step in the registration process is to choose the appropriate study programme for which you want to use this course. If the chosen study programme has already been converted to the <u>new study plan administration</u> (example below: BA Piano) **a node of curriculum version (node = technical term for subject/course of your curriculum) must be selected** at this point.

Depending on the position in your study plan (compulsory or (compulsory) elective subject) the corresponding nodes including its position within the curriculum will be displayed. In case the course has several positions within the curriculum, e.g., in different study emphases or within elective modules, all the possible node options will be offered. If you select "Free registration" the course result will not be assigned to any subject of your curriculum and <u>may be used</u> as a free elective subject.

If the course has neither been declared as a compulsory nor (compulsory) elective subject within the chosen study programme, merely a registration as "Free registration" is possible.

After you have selected a node click "**Continue**" to go on with your registration.

Registration

If necessary, you can change the previous chosen "SPO-Kontext" (curriculum node) by clicking on

Free registration

"Modify".

If you did not chose a specific node beforehand a notification will be displayed at this point to remind you in case you want to use this course for a specific subject of your study plan.

Registration with SPO context

To complete your registration click "**Register**".

„Curricula Support"

The KUGonline application *curricula support* is part of the new study plan administration "SPO management". It represents a **view of your personal curriculum**, which you can open for each of your studies modelled in SPO. In this application, you can always check your personal progress:

- which subjects (technical name: nodes) have already been completed positively and which courses/exams are still missing
- to which courses you are enrolled
- for which exams you are registered
- if you have fulfilled the requirements for the registration to lectures and examinations defined in the curriculum

You can also register for courses or exams via the curricula support.

Access to the curricula support

To access the *curricula support* of a specific degree, open the application „My degree programme"and click on "Show my degree programmes". There you will see all studies to which you have been, or you are currently registered. By clicking on the name of the degree programme you are going to access the curricula support. The curricula support is only available for studies that have already been converted to the new study plan administration. How to know whether your study programme has already been changed to the new study plan administration, see *chapter "Have my studies already been changed?"*

ID of degree programme	Name of degree programme	Tuition fees Semesters (required/allowed)	Legal basis	Curriculum	Status (20W)	Date	Part	Semester
UV 033 636	Bachelor's programme; Musicology	(2/8)	UG2002	2017W	registered	07.09.2020	1	2
UV 033 111	Bachelor's programme; Piano	(2/10)	UG2002	19U_SPO	registered	07.09.2020	1	2
UV 198 415 422 01	Bachelor's program Teacher Training: Secondary Schools (General Education); Subject: Music Education - Instruments; Subject: Music Education	(2/10)	Lehramt AT	2019W	registered	07.09.2020	1	2
UV 066 744 730	Master's programme; Music Education - Voice and Instruments - Jazz; (Trombone - Jazz)	(1/6)	UG2002	18U	re-enrollment	09.09.2020	1	1

[1]

Explanation:

[1] Study programme for which you opened the curricula support.

[2] Left section: Fold-out tree of your curriculum: By clicking on the plus icon ⊞ , you can open the subordinate levels step-by-step and thus view your entire curriculum. At the lowest level you will see the so-called examination nodes (node † with green icon). These are your required subjects according to the curriculum together with the courses/exams offered in the current academic year to complete these subjects.

Note: You can also register directly for courses and exams via the curricula support.

[3] Right section: In the right section of the curricula support you can see the current status and progress of each subject. Example of an examination node: *[105/16U/PF1.1/01] Harmony 02*:

[a] If a green "P" icon is entered in the "Pass" column for a node, this node is already positively completed. Grey icon: Node is not yet completed.

[b] If a green "V" icon is entered in the "RM" column, this either means that there are no course requirements or you have already fulfilled them positively. A grey "V" icon means that there are requirements according to the curriculum that you have not fulfilled yet.

Note: Registration requirements are only recorded for those nodes to which courses have been allocated and you can register for (nodes with green icon). .)

[c] In the column "Cre" you can see how many credits you have reached at this node.

[d] In the "Grade" column you can see the grades you received for the individual courses. In addition to these, grades are also calculated for whole sections/modules of your studies. However, these grades are only displayed when the corresponding section has been completed and is only a computational aid for the registrar's office to prepare your degree completion and your final certificates.

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† All "lines" with a coloured icon are nodes of your curriculum. The green icons indicate examination nodes. You can only assign achievements to these nodes; the other nodes are merely "headings", such as a module or specific emphases of your study programme.

Attention!

Your study performance (credits, requirements, and completed nodes) will be constantly changed in order to be up-to-date. Changes can be caused by e.g. new exam results, recognitions, registration or withdrawal from courses and exams, corrections of credits, curriculum changes or you assigning achievements to a certain examination node.

If you assign a course or exam to a specific node the columns will be updated with a little delay. The recalculation is usually done within 24hours but usually much faster. The date and time of the last calculation will be displayed on top of the curricula support.
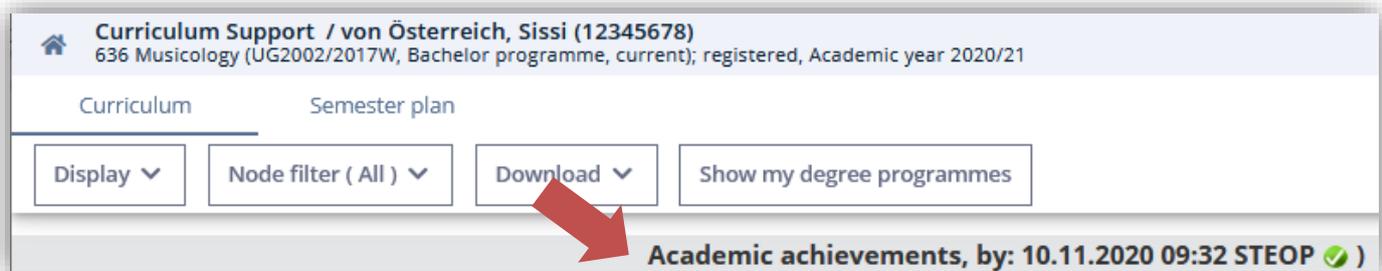
Course registration via the curricula support

Information on course registration can be found in Curricula Support by the corresponding icons on the exam node: Icon next to the examination node.

⊗ course registration closed

◐ This course takes place at another educational institution

⏸ course dates fixed, but not yet open for registration

➡ course registration open

By clicking on the green symbol, you will get to the course registration.

Example: For "Choir" at least for one course the registration is currently possible [1]. By clicking on the green T in the column "Part" you can register for the wanted course [2].

Node-Name		rec. sem.	Credits	SH	Results	Sel	Pass	RM	Cre	Grade
⊟ 🗀 [16U_SPO] Mitteilungsblatt 21 vom 29.06.2016			180	110			P	R	105.5	
⊞ 🖳 [105/16U/ZKF] Major artistic subjects			24	10			**P**	**R**	24	1.67
⊟ 🖳 [105/16U/PF] Required subjects			80	62			P	R	48.5	
⊞ 🖳 [105/16U/PF1] Music theory			24	23			P	R	14	
⊞ 🖳 [105/16U/PF2] Music history and analysis			11,5	10			P	R	6.5	
⊟ 🖳 [105/16U/PF3] Musical practice			37,5	22			P	R	26	
⊞ 🖳 [105/16U/PF3.1] Piano			12	4			**P**	**R**	12	1.0
⊞ 🖳 [105/16U/PF3.2] Score playing			16,5	6			P	R	9	
⊞ 🖳 [105/16U/PF3.3] Voice training			2	4			P	R	1.5	
⊞ 🖳 [105/16U/PF3.4] Practice of oper			5	4			P	R	2.5	
⊟ 🖳 [105/16U/PF3.5] Choir			2	4			P	R	1	
⊞ 🖳 [105/16U/PF3.5/01] Choir ➡	1.		1	2	L	ᴹ☑w	**P**	**R**	1	E
⊟ 🖳 [105/16U/PF3.5/02] Choir ➡	2.		1	2			P	R		

Examination(s) in academic year ◀ 2016/17 ▶	Part	Lecturer (Assistant)
01.0047 16W 2SH P Choir	➡ ◐	Jochum F
01.0053 16W 2SH P Choir	➡ ◐	Jochum F
12.0000 16W 2SH P Choir	⏸ ◐	Kern M
01.0047 17S 2SH P Choir	⊤ ◐	Jochum F
01.0053 17S 2SH P Choir	⊤ ◐	Jochum F
12.0000 17S 2SH P Choir	⊤ ◐	Kern M

[2]

Node-Name		rec. sem.	Credits	SH	Results	Sel	Pass	RM	Cre	Grade
⊞ 🖳 [105/16U/PF4] Special topics			7	7			P	R	2	

You can also use the filter "**Reg. course**" in the navigation box in the upper corner to display all nodes to which you are registered. To see the actual course(s) below each node click on the icon next to
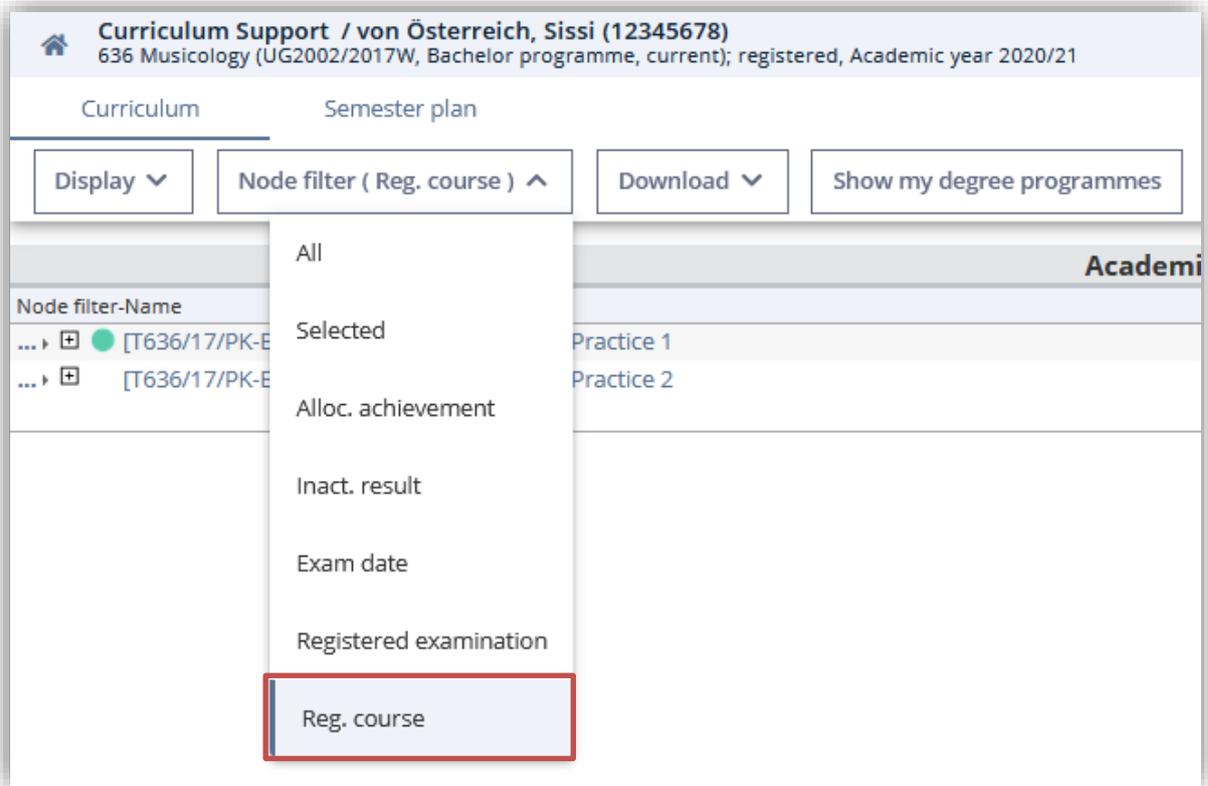
the node.

CONTACT AND HELPDESK

Contact:
If you have questions or problems please contact onlinecurricula@kug.ac.at.
In addition, for questions regarding your curriculum content you can also contact the registrar's office.