

Course Enrolment System: Instructions for Students

1. Login.....	2
2. Check personal details.....	3
3. Enrol/Cancel application to enrol on courses.....	4
3.1 Enrolment on a course.....	4
3.2 Cancellation of courses you have already enrolled on.....	5
4. Certificates of Study.....	5
5. Registration for exams.....	7
6. Cancelling registration for an exam.....	10
7. Overview of marks/Search for practical placements/registered practical training.....	11
7.1 Overview of marks.....	11
7.2 Search for practical placements, registered practical training.....	13
8. Timetable.....	13
8.1 Timetable with pre-selected courses.....	13
8.2 Timetable with courses you have enrolled on.....	14
9. My Lectures.....	15
10. My reports.....	16
11. Course Overview.....	17
12. Lectures today and current changes.....	19

1.Login

Start up the enrolment system via www.ash-berlin.eu/lstf or www.ash-berlin.eu and follow the link [Vorlesungsverzeichnis /LSF](#). This will open the home page:



Illustration 1.1: Start page in German

At the top right-hand side beneath [Help for Students](#) you will find instructions to download.

You do not need to log in to see the [Course Overview](#) which can be found under [Courses](#). Information regarding any changes can also be seen here under [Actual changes/Lectures cancelled](#). Please see [Section 11](#) below.

By clicking on the English flag symbol in the blue menu bar, you can change the language to English:

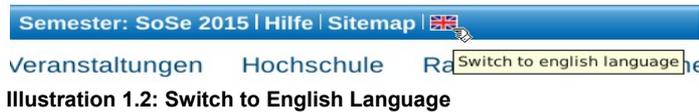


Illustration 1.2: Switch to English Language

This will take you to the page seen below:

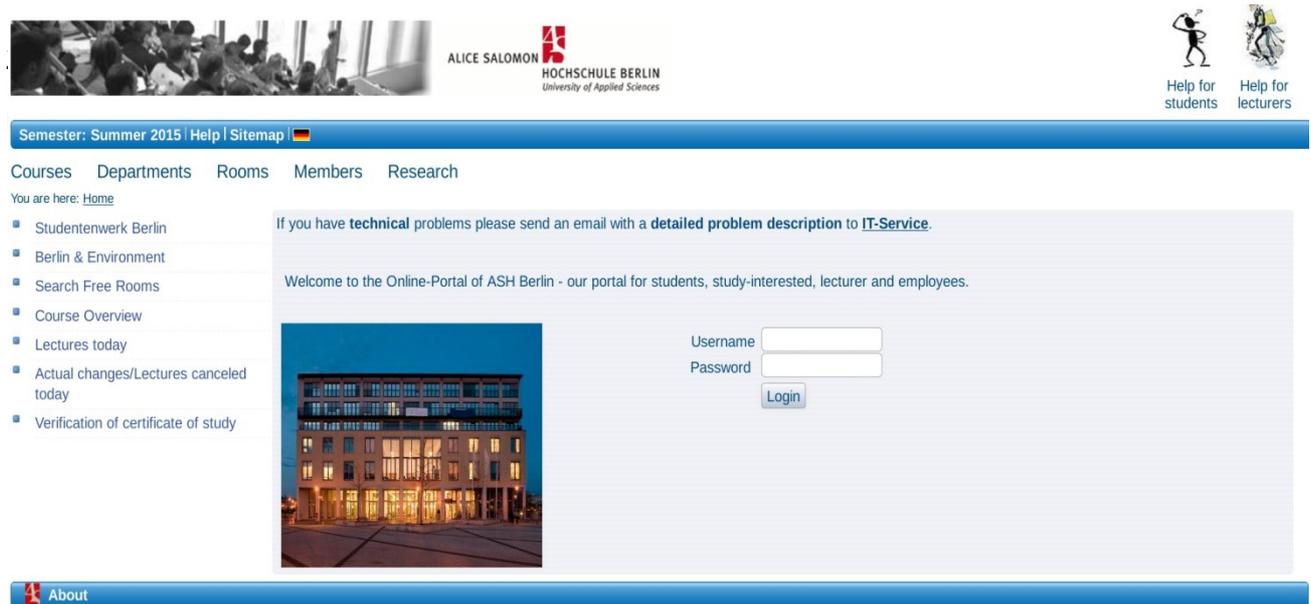


Illustration 1.3: Start page in English

To register on the enrolment system, please enter your **username** and **password**.

Your **username** is composed of your matriculation number preceded by zeros to make an 8-character number:

Example username: your matriculation number is 028919, add two zeros to make 8 characters: **00028919**.

The **password** for the initial login consists of the first three letters of your place of birth, followed by your date of birth in 6 characters in the following form: **OOODMMJJ**. This password should contain only lower case letters. Umlaute should be replaced by the basic letter: ä→ a ö→ o ü→ u ß→ s.

Example password: Place of Birth: München, Date of Birth: 29.02.98 → **mun290298**.

This is a standard temporary password which you should change the first time you log in to the ASH website for security reasons. It is only currently possible to change the password when you are at ASH.

If all details are correct, the home page for students will appear:

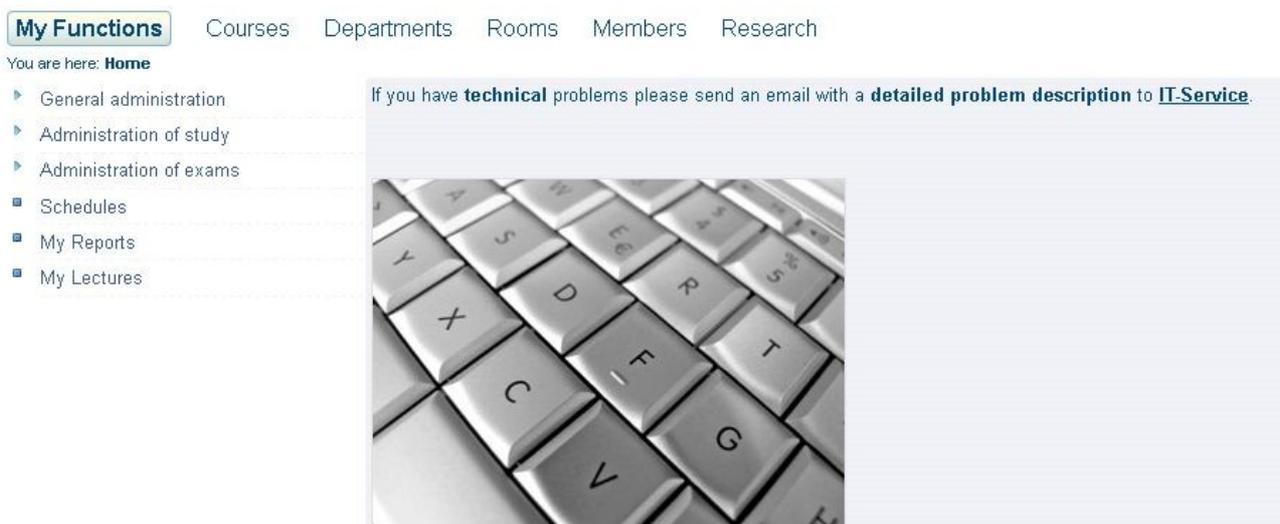


Illustration 1.4: Home page for students

2. Check personal details

In **My Functions** in the navigation bar on the left of the home page of the enrolment system, you will find **General Administration - Contact information - Edit address**. Your details are saved on several consecutive pages (register cards).



Illustration 2: Check or change personal details

You can view here your **Semester-time address**, **E-Mail-Address** and **Telephone number(s)** Please check these details, changing or adding any incorrect or missing information if necessary.

Please provide only **one** private email address. If you have an ASH email address, you can enter this as your main contact address.

Please note: Always ensure your address details are up to date.

3. Enrol/Cancel application to enrol on courses

At the beginning of the semester students have to enrol on the desired courses in the electronic enrolment system (rsp. students of Social Work have to enrol on the courses chosen during the manual enrolment procedure).

Attendance on courses is confirmed at the end of the semester by the teaching staff with an electronic confirmation of participation and counts as official completion of the course.

3.1 Enrolment on a course

Example:

Choose the course you wish to enrol on from the [Course Overview](#):

by Functions **Courses** Departments Rooms Members Research

you are here: [Home](#) > [Courses](#) > [Course Overview](#)

Course Overview View: > [short](#) > [medium](#) > [long](#)

Search for Lectures

Schedules

Lectures today

Actual changes/Lectures canceled today

Hide menu

Course Overview (SoSe 2015)

- Veranstungsverzeichnis
- Vorlesungsverzeichnis
- Angebote für alle Studiengänge und Semester
 - Computerkurse

Die Computerkurse können ab dem 13.04.2015 elektronisch belegt werden.
 Terminänderung: Der Kurs SPSS II findet am 18.07. statt (nicht am 26.06.)!

Kürzel	Lecture	Type	Activity
C001	Computerkurs-Grundkurs / ComZ Einführung	Tutorium	application currently not allowed
C002	Textverarbeitung für Hausarbeiten (Word)	Tutorium	application currently not allowed
C003	Textverarbeitung für Hausarbeiten (LibreOffice Writer)	Tutorium	apply / cancel application
C004	Textverarbeitung für Bachelor- und Masterarbeiten	Tutorium	application currently not allowed
C005	Zotero/wissenschaftliches Arbeiten	Tutorium	application currently not allowed
C006	Tabellenkalkulation mit Excel incl. Diagramme	Tutorium	application currently not allowed
C007	Tabellenkalkulation mit Calc incl. Diagramme	Tutorium	application currently not allowed
C008	Power Point	Tutorium	application currently not allowed
C009	SPSS I	Tutorium	application currently not allowed
C010	SPSS II	Tutorium	application currently not allowed
C011	Datenschutz und Verschlüsselung (E-Mail, Festplatte)	Tutorium	application currently not allowed
C012	Quamp - Einführung	Workshop	application currently not allowed

Illustration 3.1: Select course

Click on the link [apply/cancel application](#) on the right beside the course. The following image appears:

Please check your selection:

application period: **Belegfrist Computerkurse - 13.04.2015 - 03.08.2015**

voucher-requiring lectures:

→ 900006003 **Textverarbeitung für Hausarbeiten (LibreOffice Writer) - deutsch ohne Gruppe** • apply **Freie Plätze vorhanden.** [application info](#)

Day	Time	Frequency	Duration or Date	Room
Samstag.	10:00 bis 15:00	Einzeltermin	at 30.05.2015	218 (ComZ)

Illustration 3.2: Enrol on a course

Click on the [apply](#) button to enrol on the course.

If you are not admitted onto a course, please contact the corresponding teaching staff.

3.2 Cancellation of courses you have already enrolled on

If you click on the link [apply/cancel application](#) on the right next to a course you have enrolled on, you will see the following:

Please check your selection:

application period: **Belegfrist Computerkurse - 13.04.2015 - 05.08.2**

You are currently enrolled in:

→ 900006003 **Textverarbeitung für Hausarbeiten (LibreOffice Writer) - d ohne Gruppe** cancel application [application info](#)

Day	Time	Frequency	Duration or Date	Room
Sa.	10:00 bis 15:00	Einzeltermin	at 30.05.2015	218 (ComZ)

[cancel application](#)

Illustration 3.3: Cancel enrolment on a course

You can cancel enrolment on a course you have selected by clicking on the button [cancel application](#) at the bottom of the page.

Please note:

You can enrol and cancel applications for enrolments at any time during the enrolment period.

After the end of the enrolment period, registration/cancellation of enrolment of students can only be carried out by the corresponding teaching staff.

If you would like to change a course after the enrolment period, please contact the teaching staff in question. In the case of parallel courses, you must first be unsubscribed from one course in order to be entered into a parallel group. If **both** teachers approve the change, the unsubscribing teacher can carry out the change themselves. Students must submit the approval in writing.

The current enrolment periods for individual degree programmes can be found on the home page of the [Course Overview](#).

4. Certificates of Study

Under the function [Administration of study](#) you can print out [Study Reports](#) resp. [Certificates of study](#) and view your [basic data](#) and [charges account](#):

[My Functions](#) Courses Departments Rooms Members Research

You are here: [Home](#) > [Administration of study](#)

- ▶ General administration
- ▶ **Administration of study**
- ▶ Administration of exams
- Schedules
- My Reports
- My Lectures

Administration of study

[Study Reports](#)
[View charges account](#)

Illustration 4.1 : Certificates of study 1

Using the link [Study Reports](#) you can access three different types of student certificates:

Study reports

Helptext

You can download your study reports as PDF-Files. They can be [verified](#).

[Certificate of study](#)

[Certificate as per §9BAFöG](#)

[basic data](#)

Illustration 4.2: Certificates of study 2

The basic student certificate shows all details relevant to the course of study.

The certificate for the German state-funded student loan authority (Certificate as per §9BAFöG) also confirms the date of your enrolment at the university. Please see the following example in **Illustration 4.3**:

ALICE SALOMON 
HOCHSCHULE BERLIN
University of Applied Sciences

Immatrikulationsamt
Alice-Salomon-Platz 5, 12627 Berlin

BESCHEINIGUNG NACH § 9 BAföG

geboren am Max von Mustermann Matrikel-Nr.: 111111
25.04.1975

wohnhaft in Teststr. 11
10245 Musterstadt

ist an der Alice Salomon Hochschule für
Sozialarbeit und Sozialpädagogik
Berlin

im Wintersemester 2014 neu eingeschrieben.
Ersteinschreibung an einer deutschen Hochschule: Wintersemester 2003
Ersteinschreibung an dieser Hochschule: Wintersemester 2003

Hochschulsemester: 2 Urlaubsemester: 0
Abschlussziel: Bachelor of Arts bbgf.

Studienfach	Haupt-/Nebenfach	Fachsemester
Soziale Arbeit	Hauptfach	3

Berlin, den 15.01.2015

Diese Bescheinigung wurde per Computer erstellt und ist ohne Unterschrift gültig. Zusätze und Änderungen bedürfen der ausdrücklichen Bestätigung durch das Immatrikulationsamt.

VerifikationsNr: VWI RBFS QTSW
Zur Verifikation dieser Bescheinigung wählen Sie bitte folgende Webadresse an: www.ash-berlin.de/lsf

Illustration: 4.3 : Certificates of study 3

The certificates are also valid without a signature through the verification number.

5. Registration for exams

You can register for exams using the function [Administration of exams](#). Please see **Illustration 5.1**.

Please note: Please only register for exams with teaching staff whose courses you have attended!



Illustration 5.1: Administration of exams

When you click on the links [Register for Exams/Cancel registration for exams](#), you are first invited to familiarize yourself with and **accept** the conditions for registration for exams:

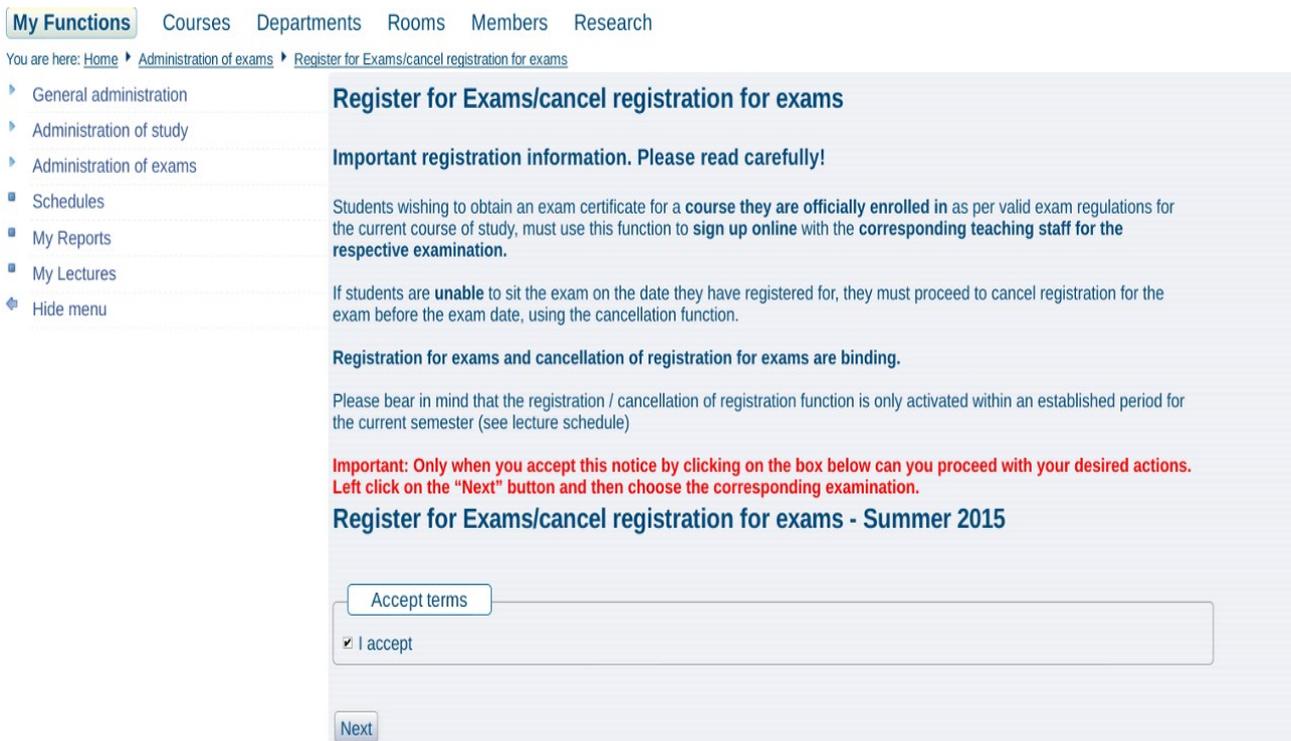


Illustration 5.2: Accept terms

These conditions are **binding**. To accept the terms click on the box next to **I accept**. Only then can you register for the exams using **Next**.

The following image shows the course of study; to see individual courses click on the corresponding descriptions:

Illustration 5.3: Registering for exams 1

After clicking on the link [Prüfung anmelden](#) (Register for Exams) next to the examiner, you will reach the following image:

Curricula	Nr.	Exam	Examiner	Date	Activity
Bachelor of Arts Soziale Arbeit 2008	5331	Recht der Grundsicherung und der Sozialhilfe (U1 zu Rechtliche Grundlagen II) - Prüfung		not specified yet	Registration of exam

Illustration 5.4: Register for an exam 2

The column **Activity** specifies what you wish to do; in this case, register for an exam.

Press the button **yes** to register for the exam. Confirmation of successful registration will then appear as **Status OK**:

The screenshot shows a web interface with a navigation menu on the left and a main content area. The main content area is titled 'Register for Exams/cancel registration for exams'. Below the title, it says 'You have registered/deregistered the following exam:'. There is a table with the following data:

Curricula	Nr.	Exam	Examiner	Date	Activity	Status
Bachelor of Arts Soziale Arbeit 2008	5242	Kinder- und Jugendhilferecht (U3 zu Rechtliche Grundlagen Sozialer Arbeit I) - Prüfung		not specified yet	Registration	OK.

Below this table, it says 'During this session on 05.08.2015 you have registered/deregistered the following exams:'. There is another table with the following data:

Curricula	Nr.	Exam	Examiner	Date	Activity	Reservation
Bachelor of Arts Soziale Arbeit 2008	5242	Kinder- und Jugendhilferecht (U3 zu Rechtliche Grundlagen Sozialer Arbeit I) - Prüfung		Noch nicht festgelegt	Declared	

At the bottom of the main content area, there are three buttons: 'Continue registration', 'Homepage', and 'Logout'.

Illustration 5.5: Confirmation of registration for exam 2

If any other entry than **Status ok** appears, the registration was not successful. This can be, for example, when pre-requisites were not fulfilled, and registration for this exam is only possible on fulfilment of these pre-requisites:

The screenshot shows a web interface similar to the previous one. The main content area is titled 'Register for Exams/cancel registration for exams'. Below the title, it says 'You have registered/deregistered the following exam:'. There is a table with the following data:

Curricula	Nr.	Exam	Examiner	Date	Activity	Status
Bachelor of Arts Soziale Arbeit 2008	5331	Recht der Grundsicherung und der Sozialhilfe (U1 zu Rechtliche Grundlagen II) - Prüfung		not specified yet	Registration	Recht I nicht abgeschlossen!

Below this table, it says 'During this session on 05.08.2015 you haven't registered/deregistered any exams.' At the bottom of the main content area, there are three buttons: 'Continue registration', 'Homepage', and 'Logout'.

Illustration 5.6: Registration for exam unsuccessful due to unfulfilled pre-requisites

If any other entry other than information on **unfulfilled pre-requisites** appears in the **Status** bar, please contact itservice@ash-berlin.eu with a detailed description of the problem.

You can register for more exams by clicking on **Continue registration**.

Please note: Every module with its corresponding individual exams is assigned to the semester in which it will be completed.

Examples:

Module ABC runs over two semesters. Each semester module includes an examination. Both exams associated with the module are assigned to the second semester in the electronic enrolment system.

Module DEF runs over two semesters but has only one exam. This examination is officially recorded in the second module semester, even when you wish to take the exam in the first module semester.

Registration for an examination is **binding** and only possible **once per semester with the same examiner**. The information for registration is immediately available to the corresponding teaching staff.

You will find an overview of the exams you have registered for under **Administration of Exams – Info on exams**.

6. Cancelling registration for an exam

If you are prevented from sitting an exam you have registered for, it is possible to cancel your registration. Cancellation of registration for an exam must be carried out **before** the day of the exam. To arrange a second exam date, please contact the examiner.

To cancel an exam you have already registered for, use the same route as for registration. Go to the [Administration of exams](#) and then to the [Register for Exams/Cancel registration for exams](#) window: where you will be able to find the exam you wish to cancel:

Register for Exams/cancel registration for exams - Summer 2015

Please choose the exam from the structure given below. Click on the identifiers.

- Bachelor of Arts Social Work 2008
 - Bachelor's degree
 - 5100 1st Term Social Work (BE, Note: ., ; Credits: 5.00)
 - 5200 2nd Term Social Work
 - 5300 3rd Term Social Work
 - 5400 4th Term Social Work
 - 5410 Methods of Action II Counseling
 - 5420 Research Methods in Social Work
 - 5430 Educational Foundations of Social Work
 - 5431 Educational Foundations of Social Work - [cancel registration of exam](#)
 - 5440 Culture, Aesthetics and Media
 - 5450 International Social Work
 - 5460 Organisation, Financing and Management of Social Work
 - 5500 5th Term Social Work

Illustration 6.1: Cancelling registration for an exam 1

Here you will be given the opportunity to cancel your registration for the exam. Click on [cancel registration of exam](#) and confirm in the next image with [yes](#):

Register for Exams/cancel registration for exams

Would you like to register/deregister this exam?

Curricula	Nr.	Exam	Examiner	Date	Activity
Bachelor of Arts Soziale Arbeit 2008	5431	Pädagogische Grundlagen Sozialer Arbeit		not specified yet	Cancel registration of exam

Illustration 6.2: Cancelling registration for an exam 2

You will subsequently be shown confirmation of successful cancellation: the column **Activity** will show the entry **Withdrawal** whilst **Status** will register as **Ok**:

Register for Exams/cancel registration for exams

You have registered/deregistered the following exam:

Curricula	Nr.	Exam	Examiner	Date	Activity	Status
Bachelor of Arts Soziale Arbeit 2008	5431	Pädagogische Grundlagen Sozialer Arbeit		not specified yet	Withdrawal	OK.

During this session on 05.08.2015 you haven't registered/deregistered any exams.

Illustration 6.3: Cancelling registration for an exam 3

Please note: Cancelling registration for an exam is binding.

A further registration for the same exam with the same examiner is not possible over the course of one semester. You can however register for the same exam with another examiner.

7. Overview of marks/Search for practical placements/registered practical training.

7.1 Overview of marks

You can view your overview of marks under [My functions – Administration of exams – Exams Extract](#):

The screenshot shows a web application interface. At the top, there is a navigation bar with 'My Functions' highlighted, followed by 'Courses', 'Departments', 'Rooms', 'Members', and 'Research'. Below this, a breadcrumb trail reads 'You are here: [Home](#) > [Administration of exams](#)'. A left-hand menu is visible with the following items: 'General administration', 'Administration of study', 'Administration of exams' (highlighted with a green arrow), 'Schedules', 'My Reports', and 'My Lectures'. The main content area is titled 'Administration of exams' and contains a list of links: 'register for Exam', 'Lectures occupy/sign off', 'Info on Exams (internships)', 'Info on Exams', 'Exams Extract', 'information on registered practical training', 'Other Modules', and 'Internship'.

Illustration 7.1: Administration of exams

Here you will initially be shown your degree programme:

The screenshot shows the 'Exams Extract' page. The navigation bar is the same as in the previous screenshot. The breadcrumb trail is 'You are here: [Home](#) > [Administration of exams](#) > [Exams Extract](#)'. The left-hand menu is updated to include 'Administration of exams' and 'Hide menu'. The main content area is titled 'Exams Extract' and contains the text 'Please choose:'. Below this, there are three radio button options: 'Bachelor of Arts', 'Soziale Arbeit (PO-Version 2008)', and 'Studies process'. Each option has an 'info' button next to it.

Illustration 7.2: Exams Extract 1

Follow the link [info](#).

Here you are shown an overview of the marks you have already been awarded. You can also see any exams you have registered for. Please see **Illustration 7.3**:

- General administration
- Administration of study
- Administration of exams
- ▣ Schedules
- ▣ My Reports
- ▣ My Lectures
- ☰ Hide menu

Exams Extract

Exams Extract [PDF](#)
adjusted Exams Extract [PDF](#)

Stammdaten des Studierenden

Student's name	
Date and place of birth	
Field of study	Bachelor of Arts
Subject	Soziale Arbeit
Registration number	
Address	

Number	Name of Exam	Date Exam	of	Grade	Status	Credits	Try	Term
5100	1st Term Social Work					5		Winter term 14/15
5140	English			1,3	info	5	1	Winter term 14/15
5200	2nd Term Social Work					5		Summer term 15
5220	Methods of Action I			1,7		5		Summer term 15
5221	Methods of Action I			1,7	info	0	1	Summer term 15
5230	Fields of Work, Target Groups and Organisations in Social Work					0		Winter term 14/15
4124	AZO-Phase of field studies					0	1	Winter term 14/15
5232	Praxisreflexion (U1 to Fields of Work, Target Groups and Organisations in Social Work) - Exam.					0	1	Summer term 15
5233	Workshop (U2 to Fields of Work, Target Groups and Organisations in Social Work) - Exam.					0	1	Summer term 15
5250	Society, Health and Social Work					0		Winter term 14/15
5152	Sociological Principles of Social Work (U2 to Society, Health and Social Work) - Exam.			1,0	info	0	1	Winter term 14/15

Illustration 7.3: Exams extract 2

If you click on the link [Exams Extract PDF](#) or [adjusted Exams Extract PDF](#), you will obtain a printable page for certification of your study and exam performance.

Students who sat exams under previous exam regulations (PO) can view their exam results as they correspond with current examination regulations, i.g. PO 2014 or PO 2008.

Unlike the [Exams Extract](#), the [adjusted Exams Extract](#) does not show any examinations which you may have failed.

In the bar with the exam number **5800** (at the bottom of the [Exams Extract](#)) you will be shown your current average grade and the number of credits that enter into the calculation of the average mark. Marks which do not enter into this calculation include Technical English or Elective modules, for example.

This bar will however only be shown, when at least 2 graded modules have been fully completed.

Please note:

Please contact the lecturer in question if:

- The grades or credits shown do not correspond to your actual result of the examination

and/or

- Results of examinations have not yet been entered shortly (i.e. 4 weeks after the beginning of the next semester) before the end of the examination period.

7.2 Search for practical placements, registered practical training

Under the function **Administration of exams** you can access the practical placement database through the links **Information on practical training periods** and **Internship**:

My Functions Courses Departments Rooms Members Research

You are here: [Home](#) > [Administration of exams](#)

- General administration
- Administration of study
- Administration of exams**
 - Schedules
 - My Reports
 - My Lectures

Administration of exams

- [register for Exam](#)
- [Lectures occupy/sign off](#)
- [Info on Exams \(internships\)](#)
- [Info on Exams](#)
- [Exams Extract](#)
- [information on registered practical training](#)
- [Other Modules](#)
- [Internship](#)

Illustration 7.4: Registered practical training and search for placements

8. Timetable

You can create your own timetable around your lectures.

There are two variations: a **timetable with pre-selected courses** and a **timetable with courses you have enrolled on**.

8.1 Timetable with pre-selected courses

Here you can select courses you are interested in by ticking the box **pre-select** beneath the course and clicking on the button **Schedule pre-selected**:

Group ohne Gruppe: preselect > [apply now / cancel application](#) > [application info](#) [Schedule preselected](#)

Illustration 8.1: Pre-select course

Under **My functions - Schedules** on the left of the navigation bar you can have your timetable shown to you:

are here: [Home](#) > [Courses](#) > [Course Overview](#)

View options

Whole Term show current: Whole Term

Personal Timetable [apply / cancel application](#) [save schedule](#) List: > medium > long > short Plan: > medium > long > short Print (PDF)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
vor 8						
8						
9		S2330 Werkstatt (U2 zu Ar... - 1. Gruppe V B apply Information X				
10		S2330 Werkstatt (U2 zu Ar... - 1. Gruppe V B apply Information X		S2330 Werkstatt (U2 zu Ar... - 1. Gruppe ZUB cancel application Information X		C003 Textverarbeitung für... - ohne Gruppe V B apply Information X
11		S2330 Werkstatt (U2 zu Ar... - 1. Gruppe ZUB cancel application Information X		S2330 Werkstatt (U2 zu Ar... - 1. Gruppe V B apply Information X		
12	S2110 Exemplarische Verti... - 1. Gruppe V B apply Information X	S2510 Gesellschaft, Gesun... - ohne Gruppe V B apply Information X			S2530 Sozialmedizinische ... - 2. Gruppe ZUB cancel application Information X	
	S2110 Exemplarische Verti... - 1. Gruppe TEB Participation successful Information X	S2510 Gesellschaft, Gesun... - ohne Gruppe TEB Participation successful Information X			S2530 Sozialmedizinische ... - 2. Gruppe V B apply Information X	

Illustration 8.2: Timetable with pre-selected courses

You can now organize your timetable in whatever way suits you best. You can remove any overlapping of courses, see where you have free time and search in the lecture schedule for further relevant courses. In order to save your updated timetable, you simply click on the button **save schedule**.

Please note: Pre-selecting courses is not binding and does not mean that you have enrolled officially on the course.

You can also take previous enrollment on courses out of your timetable. Please see **Illustration 8.2**.

8.2 Timetable with courses you have enrolled on

If you click on the button **apply/cancel application** in the middle of the header for timetables, you will again be shown a list of all the entries you have saved. You can then decide in one go whether you wish to enrol on these courses or not. This function is only active during the enrolment period. Please see **Illustration 8.3 below**.

You can enrol on individual courses by clicking on **apply** in the timetable for pre-scheduled courses. **Please see Illustration 8.3 below**.

Once you have enrolled on any or all of your desired courses, you can save these changes through **save schedule**. You can recognise which updates to your course enrolments have been successful by the designation **ZU** (zugelassen, that means accepted) in the column. This differs from the **V** symbol which defines courses as merely pre-selected:

You are here: [Home](#) > [Courses](#) > [Course Overview](#)

View options

Whole Term current: Whole Term

Personal Timetable List: > medium > long > short Plan: > medium > long > short

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
vor 8						
8						
9		<div style="border: 1px solid red; padding: 2px;"> S2330 Werkstatt (U2 zu Ar... - 1. Gruppe V B apply Information X </div>				
10		<div style="border: 1px solid red; padding: 2px;"> S2330 Werkstatt (U2 zu Ar... - 1. Gruppe V B apply Information X ZU B cancel application Information X S2330 Werkstatt (U2 zu Ar... - 1. Gruppe ZU B cancel application Information X </div>	<div style="border: 1px solid red; padding: 2px;"> S2330 Werkstatt (U2 zu Ar... - 1. Gruppe ZU B cancel application Information X S2330 Werkstatt (U2 zu Ar... - 1. Gruppe V B apply Information X </div>		<div style="border: 1px solid red; padding: 2px;"> C003 Textverarbeitung für... - ohne Gruppe V B apply Information X </div>	
11						
12	<div style="border: 1px solid red; padding: 2px;"> S2110 Exemplarische Verti... - 1. Gruppe V B apply Information X S2110 Exemplarische Verti... - 1. Gruppe TE B Participation successful Information X </div>	<div style="border: 1px solid red; padding: 2px;"> S2510 Gesellschaft, Gesun... - ohne Gruppe V B apply Information X S2510 Gesellschaft, Gesun... - ohne Gruppe TE B Participation successful Information X S2510 Gesellschaft, Gesun... - ohne Gruppe V B apply Information X S2510 Gesellschaft, Gesun... - ohne Gruppe TE B Participation successful Information X </div>		<div style="border: 1px solid red; padding: 2px;"> S2530 Sozialmedizinische ... - 2. Gruppe ZU B cancel application Information X S2530 Sozialmedizinische ... - 2. Gruppe V B apply Information X </div>		

Illustration 8.3: Timetable with courses you have enrolled on

9. My Lectures

On the left, in the navigation list under **My functions**, you will find the link to **My Lectures**. This page shows you all courses you have enrolled on, completed or pre-selected:

My Functions Courses Departments Rooms Members Research

You are here: [Home](#) > [My Lectures](#)

- General administration
- Administration of study
- Administration of exams
- Schedules
- My Reports
- My Lectures**
- Hide menu

Curricula Schedules
B.A. Soziale Arbeit (BA. SozArb), Terms of study: 2, Graduation: B.A., Exam Regulations Version: 2008

Functions:

Current lectures:

Lecture: C003 Textverarbeitung für Hausarbeiten (LibreOffice Writer)
Sommersemester 2015
ohne Gruppe
plan : 04.08.2015 14:23:05
accepted : 04.08.2015 14:24:58
[application info](#)

Day	Time	Frequency	Duration or Date	Room	Lecturer	Hinweis
Sa.	10:00 bis 15:00	Einzeltermin	at 15.08.2015	218	Türke , Spazierer	

Lecture: S2110 Exemplarische Vertiefung in Geschichte und/oder Theorie Sozialer Arbeit (U3 zu Propädeutik, Gesch)
Sommersemester 2015
1. Gruppe
plan : 04.08.2015 14:23:05
Participation successful : 01.04.2015 13:23:05
[application info](#)

Day	Time	Frequency	Duration or Date	Room	Lecturer	Hinweis
Mo.	12:00 bis 14:00	wöchentl.	13.04.2015 to 06.07.2015	018	Kriemann	

Illustration 9: My Lectures

Remember that you have **NOT** enrolled on pre-selected courses (= **plan**) and that the teachers will not see you on their list.

The courses in the current semester will be shown first, followed by all courses completed in previous semesters.

The entry **accepted** means that you have been admitted to the course and appears at the beginning of the semester after electronic enrolment. **Participation successful** means that the teacher has confirmed your passing the course at the end of the semester or when that particular class has finished.

Please note: If confirmation of participation has not been entered after successful completion of a course, please contact the lecturer in question.

By clicking on the **Title** of the course you will obtain further information on the time, place and content.

By clicking on **application info** you will obtain information on the enrolment situation.

10. My reports

Click on **My Reports - Lectures**. Here you can set up and print off a PDF-file of your enrolments to date:



Illustration 10: Details on enrolment

Sommersemester 2015

V. Nr.	Veranstaltungstitel	Semester	Gruppe	Status
848832110	Exemplarische Vertiefung in Geschichte und/ oder Theorie Sozialer Arbeit (U3 zu Propädeutik, Geschichte und Theorie Sozialer Arbeit)	20151	1. Gruppe	SP
848832110	Exemplarische Vertiefung in Geschichte und/ oder Theorie Sozialer Arbeit (U3 zu Propädeutik, Geschichte und Theorie Sozialer Arbeit)	20151	1. Gruppe	TE
848832410	Familienrecht (U2 zur Rechtliche Grundlagen Sozialer Arbeit I)	20151	4. Gruppe	TE
848832510	Gesellschaft, Gesundheit und Soziale Arbeit (U1 zu Gesellschaft, Gesundheit und Soziale Arbeit) (V)	20151	ohne Gruppe	SP
848832510	Gesellschaft, Gesundheit und Soziale Arbeit (U1 zu Gesellschaft, Gesundheit und Soziale Arbeit) (V)	20151	ohne Gruppe	TE
848832310	Handlungsmethoden I - Methoden, Selbstreflexion und Beratung (Teil 2)	20151	2. Gruppe	SP
848832310	Handlungsmethoden I - Methoden, Selbstreflexion und Beratung (Teil 2)	20151	2. Gruppe	TE
848832420	Kinder- und Jugendhilferecht (U3 zu Rechtliche Grundlagen Sozialer Arbeit I)	20151	1. Gruppe	SP

Under the column **Status** on the right you will see what your current status is on the course:

ZU (zugelassen) means that you have been **accepted**.

TE (Teilnahme bestätigt) means that the lecturer has confirmed your **successful participation**.

WH (wiederholen) means that you did not participate enough in the course and need to **repeat** it.

SP (Stundenplan) means, that you have entered potential courses into the **timetable**.

Please note: Courses which have been marked with **SP** are **only pre-scheduled**. You are not enrolled on these courses!

11. Course Overview

Click on **Courses** in the menu bar at the top and proceed to **Course Overview**.

The screenshot shows the 'Course Overview (SoSe 2015)' page. At the top, there is a navigation bar with 'My Functions', 'Courses', 'Departments', 'Rooms', 'Members', and 'Research'. Below this, a breadcrumb trail reads 'You are here: Home > Courses > Course Overview'. On the left, a sidebar menu lists: 'Course Overview', 'Search for Lectures', 'Schedules', 'Lectures today', 'Actual changes/Lectures canceled today', and 'Hide menu'. The main content area is titled 'Course Overview (SoSe 2015)' and contains a list of course categories, each with an information icon (i): 'Veranstungsverzeichnis', 'Vorlesungsverzeichnis', 'Weiterbildung und nicht konsekutive Masterstudiengänge', 'Veranstaltungen außerhalb der Lehre', 'Veranstaltungen für Dozent_innen', 'Veranstaltungen des Gleichstellungsbüros', 'Gremien und Kommissionen', 'Studienberatung', 'Veranstaltungen der Karriereplanung', 'Hochschuloffene Angebote', and 'Tagungen und Konferenzen'. A note under 'Veranstungsverzeichnis' mentions a special event: 'Achtung Sonderveranstaltung: Projekt 25 Jahre Einheit Berlin'.

Illustration 11.1: Course overview 1

This gives you an overview of all courses available in the current semester, alongside the different degree courses:

This screenshot provides a detailed view of the 'Course Overview (SoSe 2015)' page. The left sidebar is identical to the previous screenshot. The main content area includes a 'View:' selector set to 'short' with options for 'medium' and 'long'. The 'Veranstungsverzeichnis' section contains a 'Vorlesungsverzeichnis' with a warning icon (i) and the following text: 'Bitte beachten Sie, dass die angegebenen Lehrveranstaltungszeiten in der Regel in Stundenblöcken angegeben sind. Sie beinhalten ein Akademisches Viertel, d. h. die Veranstaltungen beginnen tatsächlich 15 Minuten nach der angegebenen Lehrveranstaltungszeit. Ausnahmen bilden die Studiengänge Erziehung und Bildung im Kindesalter (B. A.) und Erziehung und Bildung im Kindesalter (B. A.) - berufsintegrierend.' Below this is a table for 'Belegungsfrist' and 'Ausnahmen':

Belegungsfrist im elektronischen Belegsystem für alle Studiengänge:	01.04.2014 bis 15.04.2014
Ausnahmen: Veranstaltungen des 1. Semesters BA Soziale Arbeit:	05.04.2014 bis 15.04.2014
Veranstaltungen des Studiengangs BASA online:	01.04.2014 bis 31.05.2014
Veranstaltungen des Studiengangs EBK BI:	10.04.2014 bis 24.04.2014
Veranstaltungen der Studiengänge GPM und MQG:	01.04.2014 bis 30.04.2014

Further down, there is a table for 'Vorlesungszeit', 'Blockwoche', '2. Blockwoche für BA Soziale Arbeit und BA EBK', and 'Prüfungswoche'. A paragraph follows, stating: 'With the beginning of summer term 2014, the ASH will establish a common elective studies area ("Studiengangübergreifender Wahlbereich") for the bachelors programmes Social Work, Early Childhood Education (presence study format), Health and Social Care Management. Students enrolled in one of these study programmes can choose from the course offered within this area - in each semester, provided that this is in accordance with the course scheme and the respective subject-specific study and examinations regulations.' Below this, it says: 'You find the common elective studies area in the course catalog in the area „common elective studies area" ("Studiengangübergreifender Wahlbereich"), see further down. Language courses can be credited for elective modules and are listed in the area "language courses".' A section for 'Further information' points to the website of Zentrum ASH-IQ. At the bottom, there is a list of offerings with information icons (i): 'Angebote für neue StudentInnen', 'Angebote für alle Studiengänge und Semester', 'Educational Foundations of Social Work (B.A.)', 'Educational Foundations of Social Work (B.A.) - berufsintegrierend', 'Health Care and Nursing Management (B.Sc.)', 'Physiotherapy/Occupational Therapy (B. Sc.)', 'Physiotherapie/Ergotherapie (B.Sc.) - primärqualifizierend', and 'Social Work (B.A.)'.

Illustration 11.2: Course overview 2

When you select a degree course, the semester appears as a header:

My Functions **Courses** Departments Rooms Members Research

You are here: [Home](#) > [Courses](#) > [Course Overview](#)

- **Course Overview**
- Search for Lectures
- Schedules
- Lectures today
- Actual changes/Lectures canceled today
- ⊖ Hide menu

Course Overview (SoSe 2015)

- 📘 **Veranstungsverzeichnis**
- 📘 **Vorlesungsverzeichnis**
- 📘 **Health Care and Nursing Management (B.Sc.)**

Belegungsfrist im elektronischen Belegsysteem: 01.04.2015 - 30.04.2015

Vorlesungszeit: 07.04.2015 - 24.07.2015
Blockwoche: 18.05.2015 - 22.05.2015
Prüfungswoche: 20.07.2015 - 24.07.2015

Kürzel	Lecture	Type	Activity
GPM01	SGK-GPM	Informationsveranstaltung	

- 📘 1. Semester
- 📘 2. Semester
- 📘 3. Semester
- 📘 4. Semester
- 📘 5. Semester
- 📘 6. Semester

Illustration 11.3: Select semester

By selecting a semester, you will obtain an overview of all the courses taking place in that semester:

My Functions **Courses** Departments Rooms Members Research

You are here: [Home](#) > [Courses](#) > [Course Overview](#)

- **Course Overview**
- Search for Lectures
- Schedules
- Lectures today
- Actual changes/Lectures canceled today
- ⊖ Hide menu

Course Overview (SoSe 2015) View: > short > medium > long

- 📘 **Veranstungsverzeichnis**
- 📘 **Vorlesungsverzeichnis**
- 📘 **Research of Practical Social Work and Pedagogy (M.A.)**
- 📘 **1. Semester**

Kürzel	Lecture	Type	Activity
PSP1110	Theories of Social Work I (U1 to Current Professional Discussion and Interdisciplinary Paths to Practice and Research)	Seminar	application currently not allowed
PSP1120	Theories of Social Work II (U2 to Current Professional Discussion and Interdisciplinary Paths to Practice and Research)	Seminar	application currently not allowed
PSP1130	Theories of Education (U3 to Current Professional Discussion and Interdisciplinary Paths to Practice and Research)	Seminar	application currently not allowed
PSP1310	Study Orientation and Presentation of Research Workshops (U1 to Leading and Organising Groups)	Seminar	application currently not allowed
PSP1320	Leading and Organising Groups (U2 to Leading and Organising Groups)	Seminar	application currently not allowed
PSP1410	Qualitative Research Methods (U1 to Research Methods)	Seminar	application currently not allowed
PSP1420	Quantitative research methods (U2 to Research methods)	Seminar	application currently not allowed
PSP1000	Studieneinführung II (Orientierung zur Vorbereitung der MA-Thesis)	Informationsveranstaltung	

- 📘 Research Workshop I
- 📘 Zusatzangebot

Illustration 11.4: Courses in highlighted semester

Click on a course. You will now obtain information regarding the course, which lecturer it is given by and when and where it is held.

12. Lectures today and current changes

You can view the current courses of the day under the link [Course Overview - Lectures today](#):

My Functions **Courses** Departments Rooms Members Research

You are here: [Home](#) > [Courses](#) > [Lectures today](#)

- Course Overview
- Search for Lectures
- Schedules
- Lectures today**
- Actual changes/Lectures canceled today
- Hide menu

14 hits > [Change date](#) [Print](#)

Lectures on Tue, 04.08.2015

Uhrzeiten: [7:00](#) [8:00](#)

Begin	End	Shorttext	Title of lecture	Room	Parallelgroup	Realising Lecturer	Remarks
07:00	21:00	VW1402	Bau- /Überprüfungsmaßnahmen	301	3. Gruppe		
08:00	21:00	VW1402	Bau- /Überprüfungsmaßnahmen	102	3. Gruppe		
08:00	21:00	VW1402	Bau- /Überprüfungsmaßnahmen	103 - AudiMax	3. Gruppe	Bouzigues	
08:00	21:00	VW1402	Bau- /Überprüfungsmaßnahmen	114	3. Gruppe		
08:00	21:00	VW1402	Bau- /Überprüfungsmaßnahmen	115	3. Gruppe		
08:00	21:00	VW1402	Bau- /Überprüfungsmaßnahmen	116	3. Gruppe		
08:00	21:00	VW1402	Bau- /Überprüfungsmaßnahmen	121	3. Gruppe		
08:00	21:00	VW1402	Bau- /Überprüfungsmaßnahmen	122	3. Gruppe		
08:00	21:00	VW1402	Bau- /Überprüfungsmaßnahmen	123	3. Gruppe		
08:00	21:00	VW1402	Bau- /Überprüfungsmaßnahmen	124	3. Gruppe		
08:00	21:00	VW1402	Bau- /Überprüfungsmaßnahmen	125	3. Gruppe		
08:00	21:00	VW1402	Bau- /Überprüfungsmaßnahmen	126	3. Gruppe		
08:00	21:00	VW1402	Bau- /Überprüfungsmaßnahmen	127	3. Gruppe		
08:00	21:00	VW1402	Bau- /Überprüfungsmaßnahmen	129	3. Gruppe		

Illustration 12.1: Current courses

Click on the [Change date](#) link to view the courses on a particular date:

My Functions **Courses** Departments Rooms Members Research

You are here: [Home](#) > [Courses](#) > [Lectures today](#)

- Course Overview
- Search for Lectures
- Schedules
- Lectures today**
- Actual changes/Lectures canceled today
- Hide menu

Date selection for Term Summer 2015

April 2015							May 2015							June 2015						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

July 2015							August 2015							September 2015						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5					1	2	1	2	3	4	5	6		
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

Illustration 12.2: Change date

The link [Actual changes/Lectures cancelled today](#) underneath [Lectures today](#) provides you with a daily update on any changes:

My Functions **Courses** Departments Rooms Members Research

You are here: [Home](#) > [Courses](#) > [Actual changes/Lectures canceled today](#)

- ▣ [Course Overview](#)
- ▣ [Search for Lectures](#)
- ▣ [Schedules](#)
- ▣ [Lectures today](#)
- ▣ [Actual changes/Lectures canceled today](#) 
- ◀ [Hide menu](#)

> [Change date](#) [Print](#)

Actual changes/Canceled lectures Tue, 04.08.2015

No cancelled lectures currently

Illustration 12.3: Lectures cancelled