MANUAL
Course Scheduling
# Table of Contents

1) What is TUMonline? ................................................................. 2  
2) Log-In TUMonline .................................................................. 2  
3) Where do I find my courses? .................................................. 3  
4) Registration for classes ......................................................... 5  
5) The Exception: Seminars and Courses with limited seats .......... 8  
6) Overview of registered classes – Timetable .............................. 9  
7) Our Favorite: The Bookmark Function ................................... 11  
8) Exam Registration ................................................................. 13  
9) How to find specific courses .................................................. 14  
10) How to see which courses are already online and open .......... 15  
11) Some general hints for your ideal semester timetable ............ 16  

# Table of Figures

Figure 1: Log-In ........................................................................... 2  
Figure 2: Finding Course Schedule ............................................. 3  
Figure 3: Finding Course Schedule 2 .......................................... 3  
Figure 4: Program Tree .............................................................. 4  
Figure 5: Course Registration .................................................... 5  
Figure 6: Course Description ..................................................... 6  
Figure 7: Course Registration .................................................... 6  
Figure 8: Course Deregistration ................................................ 7  
Figure 9: Course Registration 2 ................................................ 7  
Figure 10: Seminar Tool ............................................................. 8  
Figure 11: List of registered courses .......................................... 9  
Figure 12: Overview Timetable ................................................. 10  
Figure 13: Bookmarks ............................................................... 11  
Figure 14: Bookmarks 2 ............................................................ 12  
Figure 15: Bookmarks 3 ............................................................ 13  
Figure 16: Course Catalogue Search ......................................... 14  
Figure 17: Course Catalogue Search 2 ....................................... 14  
Figure 18: List of courses per department ................................. 15  
Figure 19: List of courses per department 2 ............................... 15  
Figure 20: Course allocation within curriculum .......................... 16
1) What is TUMonline?

TUMonline is an online tool which helps you to find and manage your courses, to register your exams, to build a schedule and to find your grades and other material to download such as proof of matriculation. The point of this manual is to explain to you how to find your classes and how to build a schedule in TUMonline. You can find a general introduction to TUMonline on the following website: https://wiki.tum.de/display/docs/Studierende.

We recommend you to follow the instructions of this manual and to click through TUMonline and familiarize yourself with its functions.

2) Log-In TUMonline

After having confirmed your acceptance into the study program, your application account in TUMonline will automatically be transformed into a student account. You receive an E-Mail informing you about this change. This means that your account now offers you more functions such as course registration.
3) Where do I find my courses?

To get to your classes, simply click on **Study Status/Curriculum**.

![Figure 2: Finding Course Schedule](image)

Then click on the study program you are enrolled in (in this example the Master in Management and Technology (TUM-BWL)) and your course structure will appear in a pop-up window.

![Figure 3: Finding Course Schedule 2](image)
Every course that you find in this specific structure is part of your program. **By choosing your courses in this “tree” – as we like to call the Curricula Support – you are guaranteed that they are part of your program and that you will receive the required credits.**

The screenshot above illustrates why we call the course structure a tree – node after node:

By clicking on the different nodes such as **Specialization in Management**, for example, the different specializations appear. By clicking on a specialization, as in this case the **Specialization in Marketing, Strategy and Leadership**, the next options open up, namely **Advanced Seminars and Electives**. This way you can get an overview of the courses offered in the different specializations in management and in technology and of the majors, minors and electives. It is a bit of work to click through all the nodes, however, **TUMonline is the most reliable source for your courses**. They are up to date and as aforementioned, if they are in your program tree, they are definitely part of your program.

Great – now you know how to get to your classes but how do you register?
4) Registration for classes

Note for Apple-Users

Please note that the registration does not work via Safari. Please download another browser to register for courses.

Stay on your program tree and click on the class you would like to choose. In our case, it is “Leadership and Organization”. There are several things you should check and understand before registration:

a. Is this course currently offered in the term you are looking for?

b. The green circle is for exam registration (we will get to that later, Exam Registration). The red triangle is for seeing a description of the course and registering for it.

Figure 5: Course Registration

Let’s click on the link under ‘Courses’ (red triangle icon) in the chosen academic year, here “Leadership and Organization”. A pop-up window appears with a detailed course description and the option to register for the class. Furthermore, you can find out where the class takes place and when.
By clicking on ‘Details’ next to ‘Scheduled dates’ you receive an overview of where and when this class takes place.

On top of the page, you can click on ‘Course registration’ which opens a window where you can click on a register button and register for the class. It also tells you how many places are available, how many people already registered and how many, if applicable, are on the waiting list. It also tells you when the first class takes place. If the class is not open yet, it also tells you when it opens for registration. This is also the place where you can de-register from the class in case you change your mind.
If you would like a short-cut, have a look at Figure 5: Course Registration: Do you see the little T? If the T is green, this means that the class is open for registration and you can simply click on the T which opens the pop-up window shown in Figure 7.

If the T is of an orange color it indicates that the course is not open for registration yet. Information concerning the start and end of the enrolment period are displayed in the pop-up window (see below).

A red T denotes that the registration period is over.
5) **The Exception: Seminars and Courses with limited seats**

There is always an exception to the rule. Seminars as you can also see in Figure 5: Course Registration above are also visible in the program structure in TUMonline. However, you cannot register for them in TUMonline (most of them, double check!). **Seminars have limited places available and to ensure fairness in the distribution of spots, the seminars are allocated in a separate tool.** Besides seminars, other courses with smaller limited number of places may be allocated through this tool.

You can access the tool on: [https://seminars.wi.tum.de](https://seminars.wi.tum.de). To see if a seminar or course is allocated through the tool, check the course/seminar you are interested in on TUMonline. As you can see in Figure 10 below, under ‘Course criteria & registration’ it is indicated, if you can register on TUMonline or if registration is done through the tool.

![Figure 10: Seminar Tool](image)

The majority of our seminars are operated through the seminar tool, but there are some exceptions. Thus, if you find a seminar that you are interested in in TUMonline but you cannot find it listed in the seminar tool (pay attention to deadlines when seminars should show in the tool), we recommend you to first check the department’s website. The registration may be done separately by the department or through TUMonline directly.
Overview of registered classes – Timetable

The course structure may appear confusing at first and, admittedly, involves quite some clicking. You may wonder where you can see all your classes once you have registered. An overview of your schedule for the semester can be found on the start page. Go back to the start page.

Click on Course Registration. A list will appear with all the courses you have registered for in the respective semester. Here you see a button on the upper left corner that says ‘Timetable’, click on it. A pop-up window appears that shows you your classes in a timetable view. You can also export this calendar to your iCal or outlook etc.
At this point, you may think that this seems rather complicated. What if you would like to have a schedule overview first before registering for classes? How do you know when classes open up? What about exams?

In the following sections we will answer these questions and show you some tips and tricks that will make your scheduling process easier.
7) Our Favorite: The Bookmark Function

Sometimes, classes are not open yet or you are interested in a lot of classes and need to find out, if they overlap. Thus far, it appears that you would have to click your way through all classes, note down times, rearrange etc. This sounds indeed somewhat complicated. The bookmark function makes this process a lot easier and the whole scheduling more fun. Do you remember the course description we clicked on earlier? Here it is again:

As you can see, there is a little star next to the title. **By clicking on this star, it turns yellow and TUMonline will save this course to your bookmarks.** Thus, whenever you find a course that interests you and that you consider taking, just bookmark it. Once you are done browsing classes, return to the start page. To make sure that the courses you bookmarked and browsed are part of your study program, just click under ‘Curriculum/ECTS credits’ on Details (more information see [10](#)). How to see which courses are already online and ope).
Click on the button **Course bookmarks** on your starting page and an overview of all the classes you saved appears. In addition, you may click on **LV-Bookmarks Timetable** which shows you all bookmarked classes in a calendar format, making it even easier to find overlaps.

It does not stop here. **When you are on the bookmark overview page, click on the little edit pen on the left side.** This opens up a window where you can turn on certain notifications that may be of use for you. For example, TUMonline can notify you if any course details such as dates and times have changed or when the registration time has changed. It also lets you know when the course opens for registration.
Thus, the bookmark function allows you to browse and pre-select courses. This way you do not have to go through the endless program tree over and over again. Of course, it is recommended to check, if there are new interesting classes at the beginning of each semester. If you know early that you would like to take a specific course, you can already save it in your bookmarks and do not have to worry about it anymore.

Attention: You are not automatically registered for courses you bookmarked! When you decide to take a class that is among your bookmarks, you still have to click on the T-Button to register for participation!

8) Exam Registration

Important information: Being registered for a course does not automatically register you for the exam as well. To register for an exam, you do not even need to be registered for the course (if it is a lecture with unlimited places; if places in a class are restricted, e.g. like in seminars, you MUST be registered for the course in order to be eligible to register for the exam).

How to register for an exam will be explained in detail in the Manual on Exam Registration.
9) How to find specific courses

In case you look for a specific course or you may want to look up a course that you heard of or read on a department’s website, you can use the course catalogue. You find the course catalogue here:

Click on the drop-down menu in Search and select ‘Courses’. This will lead you to the following page:

![Course Catalogue Search](image)

**Figure 16: Course Catalogue Search**

Here, you can type in key words to find specific courses in a specific semester. The advanced search option allows you to add more details and be more precise on your request.

**Figure 17: Course Catalogue Search 2**

Here, you can type in key words to find specific courses in a specific semester. The advanced search option allows you to add more details and be more precise on your request.
10) How to see which courses are already online and open

In case you would like to see which courses are already open in a specific department, you should do the following:

On your start page, click on the left-hand side on TUM School of Management. A page with specific information to this faculty will open. Among others, you can click on ‘Courses’, which presents you a list of all courses offered this semester that are already in TUMonline. If you want to see what courses have been offered the last years change the academic year and you will receive a list of courses offered before.

Figure 18: List of courses per department

Figure 19: List of courses per department 2
Attention: This list includes all courses the School of Management in this example offers. **Some courses may not apply to you. Thus, you need to check if they are part of your program.** If you go over the program tree structure explained to you earlier, you have nothing to worry about. If you choose this way, please click on the course and check under ‘Curriculum/ECTS-Credits’ (click on the hyperlink ‘Details’) if the course is listed as part of your program:

![Course allocation within curriculum](image)

**Figure 20: Course allocation within curriculum**

11) **Some general hints for your ideal semester timetable**

a. **Required modules first:**

Check out whether your ideal study plan (see your program-specific academic and examination regulations (FPSO)) suggests required modules in your current semester and if so, make sure to take them.

b. **Stay in balance:**

Select courses worth +/- 30 ECTS every semester to comply with the study progress requirements.

c. **Mix course types:**

The distribution of the workload during the semester and the exam tasks required may differ between the different types of courses. We therefore recommend you to mix both lecture-style and seminar-style classes in your semester timetable.

d. **Plan in advance:**

Do you consider going abroad during your studies? Remember to plan the course work you have to or would like to do at TUM School of Management well in advance and schedule your remaining semesters accordingly.

e. **Individual challenges:**

Never hesitate to consult your program manager about your personal study plan.