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 ...................................................................................................... 4
5) The Exception: Seminars and Courses with limited seats ............................................. 7
6) Overview of registered classes – Timetable ...................................................................... 8
7) Our Favorite: The Bookmark Function ........................................................................... 9
8) Exam Registration .............................................................................................................. 12
9) How to find specific courses.............................................................................................. 14
10) How to see which courses are already online and open.................................................. 16
11) General hints for your ideal semester timetable ............................................................. 17

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: Seminar Tool .......................................................................................................... 7
Figure 8: List of registered courses ....................................................................................... 8
Figure 9: Overview Timetable ............................................................................................... 9
Figure 10: Bookmarks .......................................................................................................... 10
Figure 11: Bookmarks 2 ....................................................................................................... 11
Figure 12: Bookmarks 3 ....................................................................................................... 11
Figure 13: Exam Registration ............................................................................................... 12
Figure 14: Exam Registration 2 ........................................................................................... 13
Figure 15: Exam Registration 3 ........................................................................................... 14
Figure 16: Course Catalogue Search .................................................................................... 14
Figure 17: Course Catalogue Search 2 ................................................................................ 15
Figure 18: List of courses per department ........................................................................... 16
Figure 19: List of courses per department 2 ......................................................................... 16
Figure 20: Courses position within curriculum ..................................................................... 17
1) What is TUMonline?

TUMonline is an online tool where you find your courses, where you manage your courses, register your exams, and build a schedule, where you find your grades, material to download such as proof of matriculation, and several other things. The point of this manual is to explain to you how to find your classes and build a schedule in TUMonline. A general introduction to TUMonline you can find here: https://wiki.tum.de/display/docs/ Studierende. We recommend that you follow the instructions of this manual and that you click through TUMonline and familiarize yourself with its functions.

2) Log-In TUMonline

![Log-In TUMonline](image)

Figure 1: Log-In

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 and so on.

Note for Apple-Users

Please note that it is not possible to Log-In via Safari. Please download another browser.
3) Where do I find my courses?

To get to your classes, simply click on **Study Status/Curriculum**. 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.
Every course that you find in this specific structure is part of your program and you can take it. By choosing your courses in this “tree” – as we like to call the course structure – you are guaranteed that they are part of your program and that you will receive the credits. The next screenshots illustrates why we call the course structure (or curricular support as the pop-up window is called) a tree – node after node:

By clicking on the different nodes such as Major in Management, for example, the different specializations appear. By clicking on a specialization, as in this case the specialization in Marketing, Strategy & 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, the majors and minors and the 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, then they are definitely part of your program and available to you.

Great – now we know how to get to your classes but how do you register?

4) Registration for classes

Stay on your program tree and click on the class you would like to choose. In our case, it is Organizational Psychology. There are several things you should check and understand:

a. Is it the right semester?

b. The green flag icon is for registering your exam (We will get to that later, 8) Exam Registration). The red flag icon is for seeing a description of the class and registering for it.
Let’s click on the link under ‘Courses’ (red flag icon) in the chosen academic year, here Organizational Psychology. 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’ you receive an overview of where and when this class shall take 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 here 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 if open for registration and you can also simply click on the T and done, you are registered.
5) The Exception: Seminars and Courses with limited seats

There is always an exception to the rule. Seminars as you can 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 also 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 7 below, under ‘Course criteria & registration’ it will tell you if you can register on TUMonline or if registration is done through the tool.

Even though the majority of our seminars are operated through the seminar tool, it is up to the departments to use this tool or not. 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 that you first check the department’s website.** The registration may be done separately by the department. Also check if the registration is done via TUMonline by following the instructions above.
6) Overview of registered classes – Timetable

The course structure may appear at first confusing and admittedly, it involves quite some clicking. You may wonder where you can see now 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.

![Course Registration](image)

*Figure 8: List of registered courses*

Click on **Course Registration**. A list will appear with all the courses that 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 now that this seems somewhat 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?

The next sections we will answer these questions and show you some tips and tricks that will hopefully 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 and so on. This sounds indeed horrible. 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 open…).

Click on the button Course bookmarks and an overview of all the classes you saved appears. In addition, you may click on 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 advisable at the beginning of each semester to check if there are new interesting classes and so on but some classes you know early on that you would like to take you can already save in your bookmarks and do not have to worry that much about anymore.

Attention: Classes in your bookmarks do not register you automatically!!!! Once you decide to take a class that is in your bookmarks, you still have to click on the T-Button for participation to be registered!!

8) Exam Registration

To be registered for a course does not automatically register you for the exam as well. Actually, 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?

The registration period for exams is different for each faculty. The dates for exam registration will be announced on https://www.wi.tum.de/programs/master-mt/course-schedules. Important information is published in the orange box at the beginning of the
page. The TUM School of Management usually also sends you an e-mail announcing the registration period for exams held by the school itself. **However, the responsibility to make sure to register for your exams on time is in your hands.** For other TUM departments you should check their websites or ask. When you know the registration period and you have decided what exams to write, go to TUMonline to the start page and click on exam registration.

This opens up an overview of the exams you are registered in. At this point obviously none. You also see a tab that says ‘Registration via curriculum’. Click on this tab. Here you choose again your study program: e.g. Management and Technology (TUM-BWL) which leads you to the program tree. There you look for the courses that you are registered in.

![Figure 14: Exam Registration 2](image)

Remember the screenshot earlier where there was a node for exams and one for courses (Figure 5: Course Registration)? This time, we are interested in the node for exams (green flag). Here you can also click on the exam and receive more details about when and where it takes place. By clicking on the ‘P’ you register for the exam. This way, the class becomes visible on the exam registration overview that you can get to from the start page.
9) How to find specific courses...

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

![Course Catalogue Search](image)

Click on the drop-down menu in Search and select ‘Courses’. This will lead you to the following page:
Here you can now put in key words to find specific courses in a specific semester. The advanced search option allows you to look even more specifically.
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 take the following way:

On your start page, click on the left hand side on TUM School of Management. This opens up a page where specific information to this faculty is available to you. Among others, you can click on ‘Courses’.

This way you get to 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.

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:
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 in order to comply with the study progress requirements.

c. Mix course types:
The distribution of the workload during the semester and also 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:
Considering to go 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 with your program manager about your personal study plan.