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1) What is TUMonline

TUMonline is an online tool where you find your courses, where you manage your courses, register your exams, build a schedule, where you find your grades, material to download such as proof of matriculation, and several other things. The idea of this manual is to explain how to find your classes and build a schedule in TUMonline. You can find a general introduction to TUMonline 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

After being accepted 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?

a) General information

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

![Diagram of the Study Status/Curriculum section on a website]

Figure 2: Finding Course Schedule

Then click on the study program you are enrolled in and your *course structure will appear in a pop-up window*.

![Diagram of a pop-up window showing course structure]

Figure 3: Finding Course Schedule 2
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 Technology” the different specializations appear. By clicking on a specialization, as in this case the specialization in Informatics, the next options open up, namely Pflichtfächer (required modules) and Wahlfächer (elective modules). This way you can get an overview of the courses offered in the different specializations in technology, the basic modules or the Electives in Management and/or Technology. 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.

b) Electives in Management and/or Technology („Wirtschaftswissenschaftlich-technisches Wahlfach“)

In order to complete the module “Electives in Management and/or Technology”, you must earn a minimum of 18 ECTS. There are 3 different options:
- you can take only courses from the management field
- you can take only courses from the specialization in technology
- you can mix up courses from the management field and the specialization in technology.

Please note: within this module, you can only choose courses which have not yet been or have to be taken. Furthermore, we recommend to start earning ECTS credits within this module beginning from the 4. semester at the earliest.

Within the management field, you can choose from courses and seminars offered by all our Academic Departments:

- Economics & Policy
- Finance & Accounting
- Innovation & Entrepreneurship
- Marketing, Strategy & Leadership
- Operations & Supply Chain Management.

The technology-oriented courses are not limited to the specialization in technology of your choice: you can also earn ECTS credits from the other specializations. However, we recommend to take courses from the specialization that you have chosen, especially with regard to your professional career.

You can choose courses which are listed in TUMonline (see below) or you can attend courses offered at TUM which may be of interest for you and are related to our degree program. In this case, you need to search for courses via TUMonline course catalogue (please refer to 9) How to find specific courses).

![Table of Achievements](image)

**Figure 5: Program Tree Electives**
If you have taken courses that might be recognized within this module or you want to know if some courses can be recognized, please contact Ms. Töpper or Ms. Lüt kemeyer from the Grade Management Office: npv_bachelor@wi.tum.de.

Within this module you can also get a recognition of courses that you have taken during your semester abroad. For more information please visit our website: https://www.wi.tum.de/student-life/going-abroad/ or contact the International Office: outgoing@wi.tum.de.

Please note: The registration process for seminars and courses with limited seats works on slightly different principles. You can find a corresponding summary of this topic in chapter No. 5.

Great – now we 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 course you would like to choose. In our case, it is Economics I. There are several things you should check and understand:

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

b. The green circle is to register for your exam (We will get to that later, see 8) Exam Registration). The red triangle is for seeing a description of the course and registering for it.
Let's click on the link under ‘Courses’ (red triangle) in the chosen academic year, here Economics I. 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 takes place.

<table>
<thead>
<tr>
<th>General information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Number</strong></td>
</tr>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td><strong>Semester weekly hours</strong></td>
</tr>
<tr>
<td><strong>Offered in</strong></td>
</tr>
<tr>
<td><strong>Lecturer (Assistant)</strong></td>
</tr>
<tr>
<td><strong>Organisation</strong></td>
</tr>
<tr>
<td><strong>Course description</strong></td>
</tr>
<tr>
<td><strong>Content</strong></td>
</tr>
<tr>
<td><strong>Previous Knowledge Expected</strong></td>
</tr>
<tr>
<td><strong>Objective</strong></td>
</tr>
<tr>
<td><strong>(Expected Results of Study and Acquired Competences)</strong></td>
</tr>
<tr>
<td><strong>Languages of Instruction</strong></td>
</tr>
<tr>
<td><strong>Teaching and Learning Method</strong></td>
</tr>
<tr>
<td><strong>(Transfer of Skills)</strong></td>
</tr>
<tr>
<td><strong>Workload for Students</strong></td>
</tr>
<tr>
<td><strong>Scheduled Dates</strong></td>
</tr>
<tr>
<td><strong>Course Criteria &amp; Registration</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Further Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recommended Reading</strong></td>
</tr>
<tr>
<td><strong>Online Information</strong></td>
</tr>
</tbody>
</table>

**Figure 7: Course Description**

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 have registered so far 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 6: 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 enrollment 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 see in Figure 5: Program Tree Electives 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 11 below, under ‘Course criteria & registration’ it is indicated, if you can register on TUMonline or if registration is done through the tool.

The majority of our seminars is 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 up in the tool), we recommend that you first check the department's website.** The registration may be done separately by the department or through TUMonline directly.

6) 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 that you have registered for in the respective semester. **Here you see a button on the upper right 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 all 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 hopefully make your scheduling process easier.

Figure 13: Overview Timetable
7) Our Favorite: The Bookmark Function

Sometimes, classes are not open yet or you are interested in lots of classes and need to find out, if they overlap. Thus far, it appears that you 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:

![Course - Detailed View](image)

**Economics I (Wi000021_E): (BSc English Track)

0000000424

lecture

2

Winter semester 2017/18

Kurscheidt, Michael (Strobel, Magnus)

Assistant Professorship of Managerial Economics (Prof. Kurscheidt)

(Contact information)

Curriculum / ECTS Credits

Course categories

* Allocations: 1*

*Figure 14: Bookmarks*
As you can see, there is a little star next to the title. By clicking on this star, it turns yellow and TUMonline will add this course to your bookmarks. Thus, whenever you find a course that sounds interesting to 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 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. Actually, to register for an exam, you do not even need to be registered for the course (at least this is valid for lectures with unlimited places; if places in a class are restricted, e.g. seminars, you MUST be registered for the participation at 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/bachelor-in-mt/course-schedules/. The TUM School of Management usually sends you an e-mail announcing the registration period for exams held by the school itself, too. **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 in advance (important for your courses in the specialization in technology). 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.

![Figure 17: Exam Registration](image)

This opens up an overview of the exams you are registered in. 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 (for participation).
Remember the screenshot earlier where there was a node for exams and one for courses (Figure 6: Course Registration)? This time, we are interested in the node for exams (green circle). 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; you can get to it from the start page.

Figure 18: Exam Registration 2

Figure 19: Exam Registration 3
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 found on a department’s website, you can use the course catalogue. You can find the course catalogue here:

![Course Catalogue Search](image)

**Figure 20: Course Catalogue Search**

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

![Course Catalogue Search 2](image)

**Figure 21: Course Catalogue Search 2**

Here you can type in key words to find specific courses in a particular semester. The advanced search option allows you to add more details and be more precise on your request.
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 on 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 in the last years, just change the academic year and you will receive a list of courses offered in former semesters.

Attention: This list includes all courses TUM School of Management offers in the chosen department. **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 as
explained 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 and your study plan version:

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

a. **Required modules first:**

Check out whether your ideal study plan (your program-specific academic and examination regulations"FPSO" can be found on the website https://www.wi.tum.de/programs/bachelor-in-mt/downloads/) 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. **Plan in advance:**

Have you thought about 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 ahead and schedule your remaining semesters accordingly. Ms. Ute Helfers and her team of the International Office can support you in order to determine the courses at universities abroad for which you can get a recognition at TUM and the credits transferred.

d. **Individual challenges:**

Never hesitate to consult your program manager if you have any doubts or concerns on your individual study plan (https://www.wi.tum.de/contact/).