Interdisciplinary Key Qualifications (SQ)-Registration for Students

Document Status: 27.02.2017, Version 1.2
Terms and Definitions

Interdisciplinary key qualifications ("fachübergreifende Schlüsselqualifikationen") will be referred to as “SQ” in the following. Thus registrations for key qualification courses will be abbreviated as SQ registrations.

Important deadlines for SQ Registration

SQ registration will take place in C@MPUS, starting summer semester 2016.

Deadlines for SQ registrations for summer semester 2017 are as follows:

First registration phase: 27.02. - 13.03.2017
First acceptance phase: 14.03. - 15.03.2017

Second registration phase: 16.03. - 28.03.2017
Second acceptance phase: 29.03. - 30.03.2017

Deregistration is possible up to 01.05.2017 in C@MPUS.

Please note: SQ registration is only possible when you are re-registered for the designated semester.

SQ Registration via Study Program

1. Log in to C@MPUS: Navigate to the website https://campus.uni-stuttgart.de/ and click on the log-in button. Enter username and password of your student account (e.g. st123456@stud.uni-stuttgart.de; sometimes it is also called “TIK account” or “RUS account”).

Please note: Examination data will be transferred from LSF to C@MPUS gradually. This process will take some time. In the meantime it is possible that C@MPUS shows you an “EN” on your final exam (“endgültig nicht bestandene Prüfung”, finally failed examination). Currently this has no consequences! Until further notice, only the examination data in LSF will be mandatory (exception: Study program B.A. Lehramt).
2. Go to your so-called business card in C@MPUS and click the option “Registration Status”.

3. Choose the study program in which you want to register for the SQ courses. In order to do this, please click the name of the study program.

4. A new window opens with an overview called “Curricula Support” for the chosen study program. To open the list of the offered SQ courses, click the option "Semester plan".
5. To open the list of the offered SQ courses, click the arrow on the left side.

![Curricula Support v1.1](image)

- *3. to open the list of the offered SQ courses, click the arrow on the left side.*

6. Please open particular nodes with clicking the “+” icon or the title. If a green icon is shown, you can register to the associated course.

![Academic achievements, by: -](image)

**Please note:** In context of the key qualifications, courses are always attached to green flags (exam nodes) and not to red flags (offer nodes). This is intentional and not a mistake.

7. In order to register for a course, click on the green-flagged course and afterwards on the green icon.

![Registration status](image)

**Please note:** In context of the key qualifications, courses are always attached to green flags (exam nodes) and not to red flags (offer nodes). This is intentional and not a mistake.
8. In the next step, please choose the study program in which you want to participate in the chosen course. This information is particularly relevant if you could participate in the chosen course in various contexts, e.g. as an elective subject, or if the chosen course is offered within several study programs. If applicable, you can also change your study program within this step. Then click Continue.

**Please note:** Do not use the registration without choosing your study program (free registration). If you chose free registration, the course will not count towards your study program. Additionally, your chances of getting into the course are lowered, because students, which want to take the course as a key qualification, will be favoured. This step is extremely important, because there is no separate exam registration for interdisciplinary key qualifications.

![Course registration - select study programme and node of curriculum version](image)

9. To confirm your registration, you should now click the check mark and the Register button. You are now registered for the course.

![Course registration confirmation](image)

**Please note:** If a course offers regular places as well as SQ places, be sure to choose the SQ group for SQ registrations.
10. After your registration has been successfully processed, you will receive a confirmation as follows:

Prioritise your SQ Registrations

1. In order to prioritize your SQ registrations, please go to your business card (click on your name in the upper right corner) and click “Course Registration”.

![Course Registration Menu](Image)
2. In the shown list, you will see all the courses for which you have registered in the current academic year. SQ places will be allocated using a ranking system. Therefore, your SQ registrations are annotated as “Course place request”.

3. Please click on “Prioritise requests” (under “Operation”, upper right corner). A new window with all already made SQ registrations will open. You can specify your desired order, using drag & drop or the numeration. Your most desired course should be on the first place. Finally, click on “Save all”.
De-Registration from SQ Courses

If you do not plan to attend a course, for which you were accepted, please de-register timely, so other students have a chance to take the course.

The application **Course Registration** shows an overview of your requested or already registered courses.

1. You can find this application on your landing page in C@MPUS under **business card**. To open your **business card**, click on your name in the upper right corner.

2. Afterwards, click the application **Course Registration**.

3. In the shown list, you will see all the courses for which you have registered in the current academic year. To change the current academic year, click the drop-down menu in the right corner at the top of the website. To open the list of courses you registered for, click the icon 🔍.
4. In the next step you can de-register from the registered course by clicking the icon **De-register**.

![Image](https://example.com/de-register-icon.png)

5. After your de-registration has been successfully processed, you will receive a confirmation as follows:

![Image](https://example.com/de-register-success.png)

**SQ Registration Ranking System/Acceptance Phase**

Every student can get a maximum of two confirmed places in SQ courses per semester and study program. To ensure a fair allocation of all SQ places, C@MPUS ranks all SQ registrations, considering the following aspects:

1. Students who do not already have the requested credit points for the key qualification section will be preferred.
2. Students will be penalized if they already had a confirmed place in a SQ course in a previous semester and did not properly de-register.
3. Students in higher academic semesters will be preferred.
4. The individual prioritisation of the SQ registrations by the students.
5. Unsuccessful course place requests in previous semesters.
6. Decision by lot.
Frequently Asked Questions (FAQ)

Message “0 of X nodes processed”

If this message shows up, there are changes in your study program, which need to be processed before you can continue to use your curricula support. In the meantime, you can access the course catalogue in the following way:

1. In the navigation tree click on University of Stuttgart. Then choose Degree Programmes.

2. In the Course offer application choose your study program. Then select the courses which you want to attend as usual.
3. If your study program is discontinued, please click on **discontinued** in the upper right corner.

### Support

If you have any questions concerning the SQ course catalogue please contact the *Zentrum für Lehre und Weiterbildung*: [sq@zlw.uni-stuttgart.de](mailto:sq@zlw.uni-stuttgart.de)

If you have problems with the registration or suggestions for this instruction, please contact the C@MPUS support team: [support@campus.uni-stuttgart.de](mailto:support@campus.uni-stuttgart.de)