Course registration function in heiCO

for courses at the Faculty of Law, Heidelberg University

for incoming ERASMUS students

Instruction on how to enrol in courses via heiCO

1. Log in to heiCO with your user name and password. Click on “Courses” on your start page (Figure 1) and then select the course you would like to attend (see the „Instructions on how to find a course with an example“).

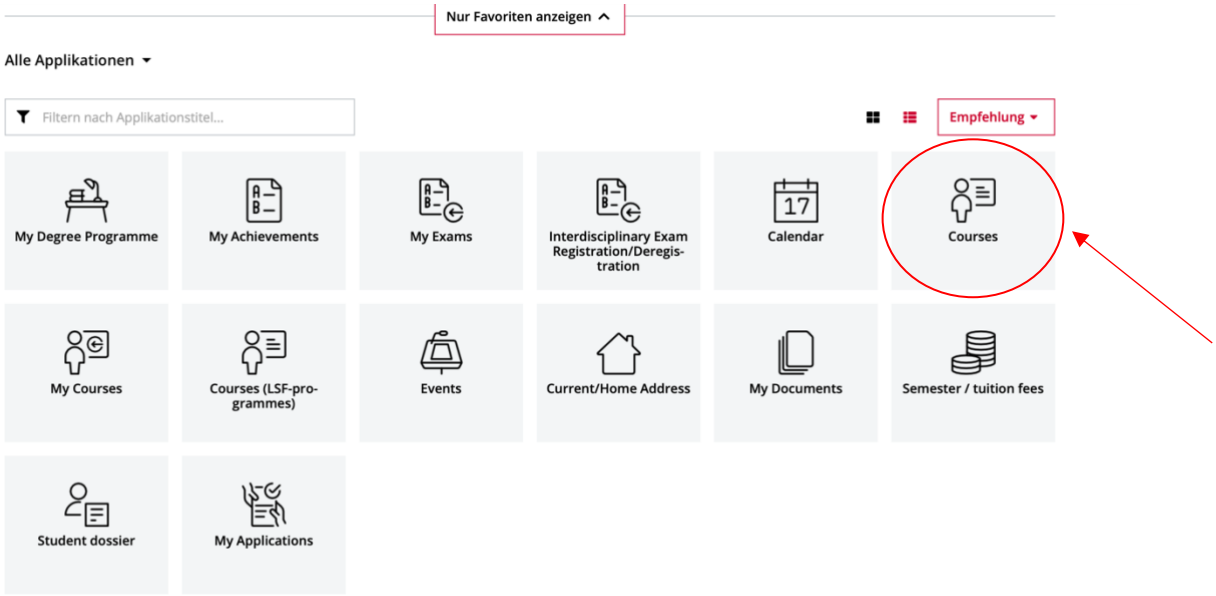

Figure 1

2. Once you have selected a course, you will be shown the details of this course. Then click on the red “Go to course registration” field at the bottom left or below (Figure 2).



Figure 2

3. You will then be redirected to the registration procedure. Then open the drop-down menu under “Select curriculum context” (Figure 3).



Figure 3

Then, under REGISTRATION WITH CURRICULUM ELEMENT, select a green dot corresponding to the relevant course type (e.g., Lecture; Colloquium; Seminar) (Figure 4).

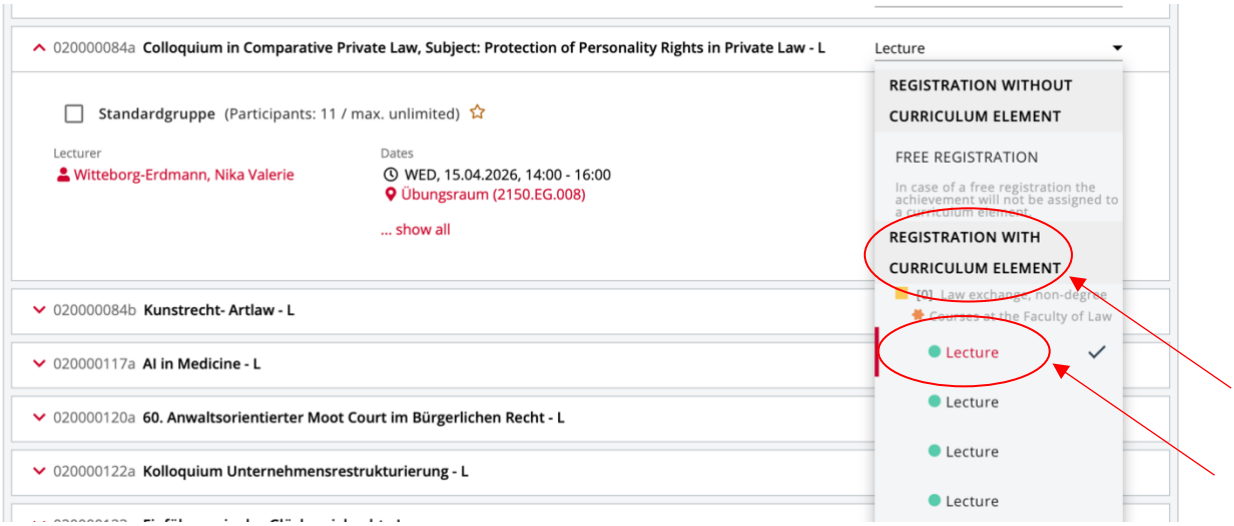

Figure 4

Only one event may be assigned to each green dot. If this dot is already taken, you must select the next one below it (Figure 5)!



Figure 5

If you have already selected a green dot and you select it again, the system will automatically log you out and you will have to start again.

So be sure to include the number of green dots you’ve already earned!

There are also other categories, such as „Language course“ and „Course outside the Faculty of Law“.

Do not select „open enrolment“.

4. Then scroll down to the bottom and click on “Enter place request” (Figure 6).

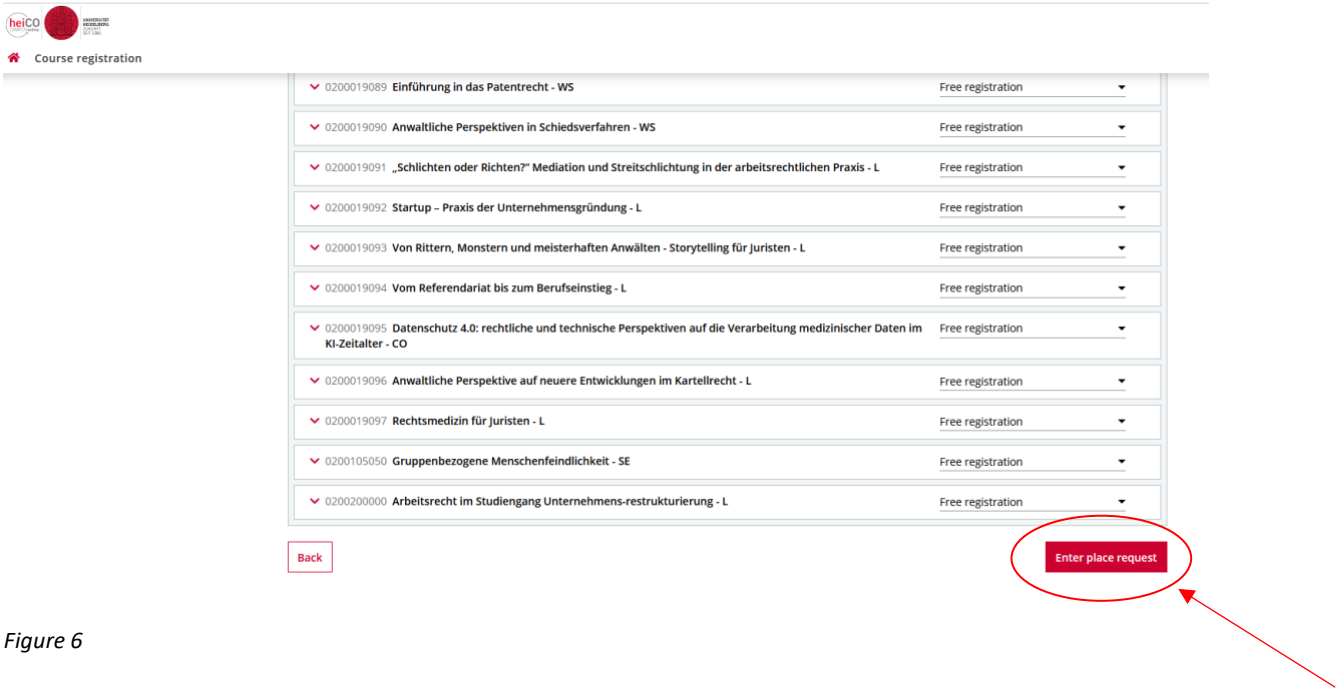

Figure 6

5. You have now booked the selected course. If you would like to book further courses, proceed in the same way.

See the comprehensive guide from the heiCO support team at:

https://www.uni-heidelberg.de/de/serviceportal-lehre/heidelberg-campus-online/heico-downloads-fuer-bewerbende-und-studierende

For example: Registering for courses via the “Courses“ application https://backend.uni-heidelberg.de/de/dokumente/anleitung-zur-anmeldung-zu-lehrveranstaltungen-ueber-die-applikation-lehrveranstaltungenpdf/download