

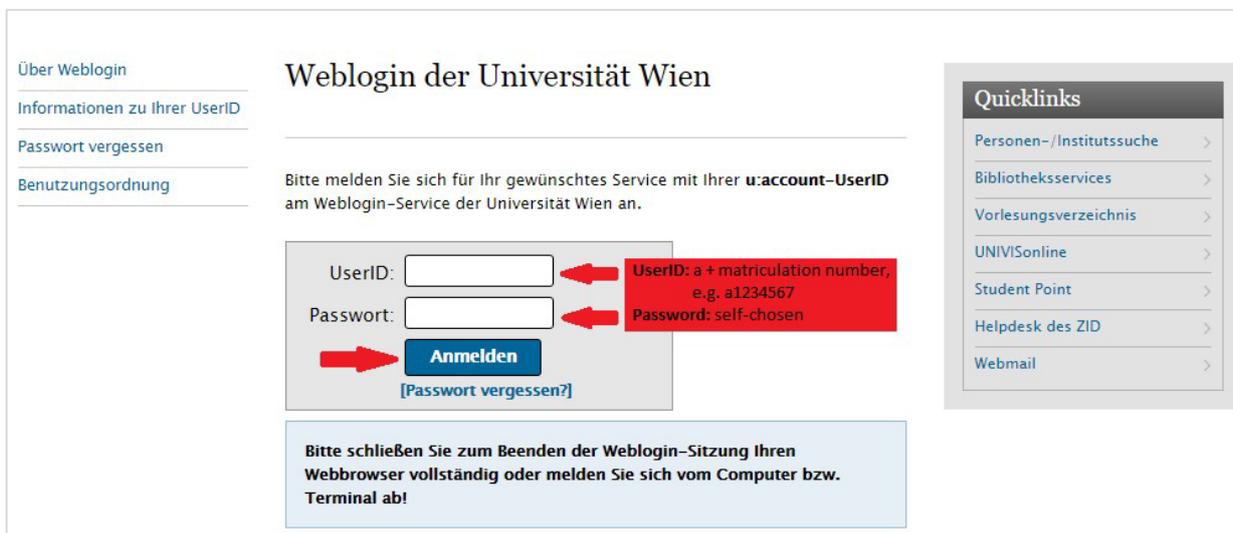
COURSE REGISTRATION FOR ECOS STUDENTS

STEP 1: LOGIN

- a) Go to **U:SPACE** [<https://uspace.univie.ac.at/>] and click on **LOGIN**.



- b) Enter your usual UserID (a+matriculation number) and the password you chose. Afterwards, click on “Anmelden” [Sign in]



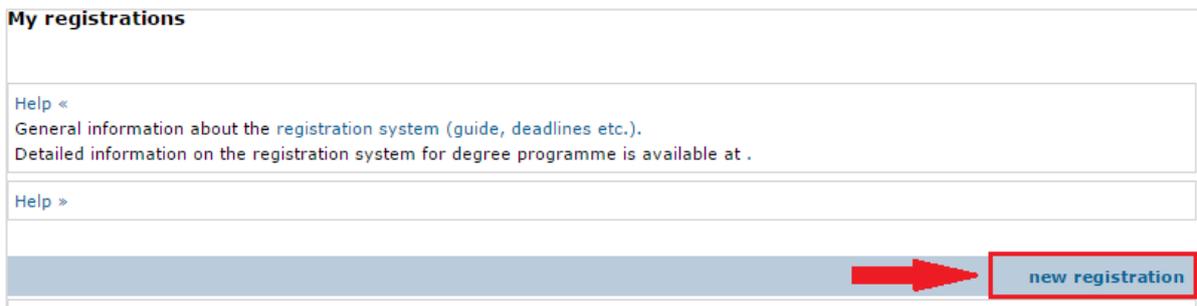
The screenshot shows the 'Weblogin der Universität Wien' page. On the left is a sidebar with links: 'Über Weblogin', 'Informationen zu Ihrer UserID', 'Passwort vergessen', and 'Benutzungsordnung'. The main content area has the title 'Weblogin der Universität Wien' and a message: 'Bitte melden Sie sich für Ihr gewünschtes Service mit Ihrer u:account-UserID am Weblogin-Service der Universität Wien an.' Below this is a login form with two input fields: 'UserID:' and 'Passwort:'. A red box with arrows points to these fields, containing the text: 'UserID: a + matriculation number, e.g. a1234567' and 'Password: self-chosen'. Below the fields is a blue 'Anmelden' button with a red arrow pointing to it, and a link '[Passwort vergessen?]' below the button. At the bottom of the form is a light blue box with the text: 'Bitte schließen Sie zum Beenden der Weblogin-Sitzung Ihren Webbrowser vollständig oder melden Sie sich vom Computer bzw. Terminal ab!'. On the right is a 'Quicklinks' sidebar with links: 'Personen-/Institutssuche', 'Bibliotheksservices', 'Vorlesungsverzeichnis', 'UNIVISonline', 'Student Point', 'Helpdesk des ZID', and 'Webmail'.

STEP 2: NEW REGISTRATION

- c) Click on **Studies**, and select **Course and Examination Registration System** from the drop-down menu.

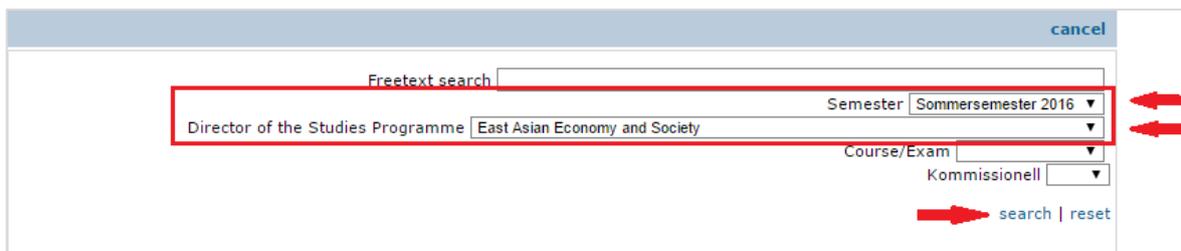


- d) Scroll down, and click on **new registration**



STEP 3: SELECT YOUR COURSES

- a) Make sure to select the right semester you wish to register your classes [The example provided below uses the summer semester 2016]. For “Director of the Studies’ Programme” select **East Asian Economy and Society** from the drop-down menu. Then click on **search** and browse through the courses offered by EcoS.



- b) Once you have chosen a course [e.g. SE Economic Systems in East Asia] click on **register**:

LV	150011 (Gruppe 1) SE Economic Systems in East Asia 2016S Frank, Rüdiger Studienprogrammleitung Ostasienwissenschaften DI wtl von 01.03.2016 bis 28.06.2016 08.30-10.00 Ort: Seminarraum Ostasienwissenschaften 1 UniCampus Hof 5 2I-O1-05 Hof 5 2I-O1-05 Available places: 25, Free places: 25 Pre-registrations: 0, Registered students: 0	Allocate points!	register
----	--	------------------	--------------------------



Note: You can find detailed information on [how to register for language classes](#) in a separate document.

STEP 4: REGISTRATION DETAILS

- a) To choose the classification number/field of study, click on **open** and select **A 864 Wirtschaft und Gesellschaft Ostasiens** [German for “East Asian Economy and Society”]

State: angelegt	
Course	150011 (Gruppe 1) SE Economic Systems in East Asia; 2016S; Frank, Rüdiger
Terms and dates	DI wtl von 01.03.2016 bis 28.06.2016 08.30-10.00 Ort: Seminarraum Ostasienwissenschaften 1 UniCampus Hof 5 2I-O1-05
Director of the Studies Programme	East Asian Economy and Society
Registration period	2016S, 15.02.2016 10:00 - 29.02.2016 10:00, Abmelden bis 22.03.2016 10:00
to be confirmed by	
Classification number/Field of study *	open clear
A 864 Wirtschaft und Gesellschaft Ostasiens	
Module *	open clear
7992 M2 - Seminar 2 für das Pflichtmodul Wirtschaft Ostasiens Modul SPL 15 - Ostasienwissenschaften	
Comment	
back next cancel	





- b) Afterwards, choose the module you want to have the course registered for [e.g. M2 for SE Economy Systems in East Asia]. Most of the time, the suggested module is allocated in the correct category; however, it is suggested to check with the [EcoS Curriculum](#), and then select the correct category if it is different. Once you have finished with this, click on **next**.

STEP 5: ALLOCATION OF POINTS

Most courses you need for EcoS are either lectures (VU) or seminars (SE). For both kinds of courses, the number of participants is limited. To allocate spots, the university introduced an auction system, where students have to allocate points to the courses they want to take.

Enter the amount of points you want to assign to a course in the “allocated points/preference”-box and click on save. The category “Account balance” tells you how many points you have at your disposal.

The more points you assign to a course, the higher the probability to get in. Successful registration, however, also depends on the points other students allocate to their courses.

State: angelegt	
Course	150011 (Gruppe 1) SE Economic Systems in East Asia; 2016S; Frank, Rüdiger
Terms and dates	DI wtl von 01.03.2016 bis 28.06.2016 08.30-10.00 Ort: Seminarraum Ostasienwissenschaften 1 UniCampus Hof 5 2I-01-05
Director of the Studies Programme	East Asian Economy and Society
Registration period	2016S, 15.02.2016 10:00 - 29.02.2016 10:00, Abmelden bis 22.03.2016 10:00
to be confirmed by	
Classification number/Field of study *	A 864 Wirtschaft und Gesellschaft Ostasiens
Module *	7992 M2 - Seminar 2 für das Pflichtmodul Wirtschaft Ostasiens Modul SPL 15 - Ostasienwissenschaften
Comment	
Account balance	1100,00
Points from the last semester	0,00
allocated points/preference *	<input type="text"/>
back cancel save	

STEP 6: COMPLETE PRE-REGISTRATION

Once having completed steps 1 to 5, you are pre-registered for the courses you selected [see enrolment status: “vorgemerkt”, i.e. pre- registered]. After the registration period has ended, you will receive a notification on your enrolment status for all the courses you pre-registered. The status “angemeldet” [registered] means that you made it – you officially enrolled for the course. If your status says “auf Warteliste” [on waiting list], you did not allocate enough points to get in the course in the first place. However, since some students might still de-register or will not attend the first session of the course, there is still a chance for you to get in. It is thus **HIGHLY RECOMMENDED** to attend **the first session** of a course you want to get in, even if you are only on the waiting list.

FINAL NOTE: During the registration period, you are free to change your courses and reshuffle your points as often as you want, taking your personal preferences / number of free spaces / assumed competitiveness etc. into account.