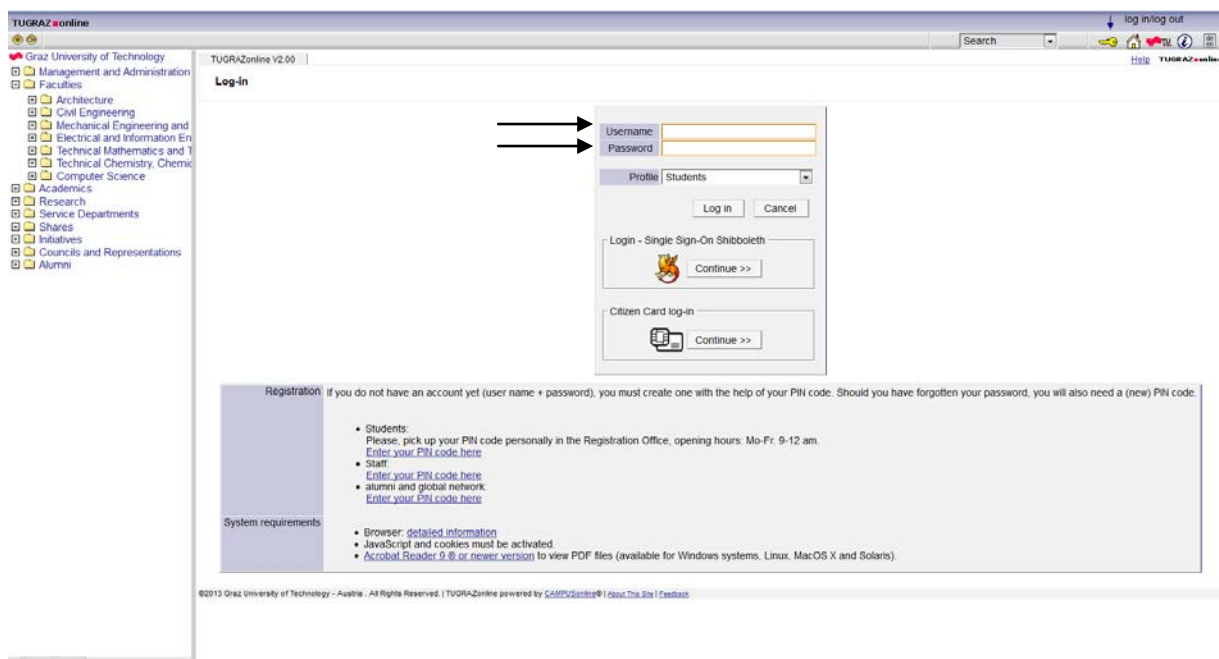


How to register for courses & exams in the TUGRAZonline system



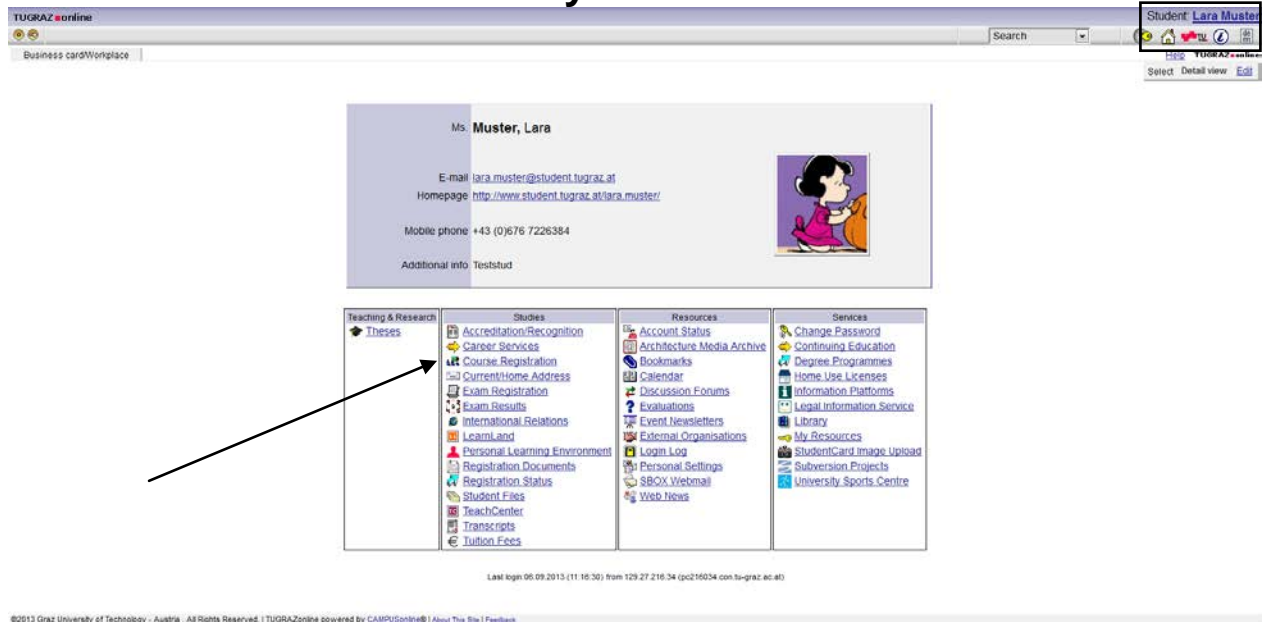
Go to <https://online.tugraz.at> and click on the key in the upper right hand corner.



Fill in:

- your **Username**
- and your **Password**
- choose **Student** as profile,
- and then click on **Log in**.

How to register for courses & exams in the TUGRAZonline system



The screenshot shows the TUGRAZonline interface. At the top, the user is logged in as 'Student: Lara Muster'. Below the header, there is a 'Business card/Workplace' section. The main content area displays the user's profile for 'Ms. Muster, Lara', including her email, homepage, mobile phone, and additional info. To the right of the profile is a small cartoon image of a girl. Below the profile, there are four columns of links: 'Teaching & Research', 'Studies', 'Resources', and 'Services'. An arrow points to the 'Course Registration' link in the 'Studies' column.

On your **Business card** you can find a link called “**Course Registration**” (registration and deregistration for courses) – click on it.



The screenshot shows the 'Courses' section of the TUGRAZonline system. The user is logged in as 'Student: Lara Muster'. The page displays a table of courses for the selected term '2013/14'. In the upper right corner, there is a menu with options for 'Academic year', 'Sort by', 'Display', and 'Operation'. The 'Course Registration' link is highlighted in the 'Operation' menu.

Click on “**Course Registration**” in the upper right hand corner.

How to register for courses & exams in the TUGRAZonline system

[Graz University of Technology](#)

Course registration - search for courses

The screenshot shows the 'Course registration - search for courses' form. It includes the following fields and options:

- 1 Course:** A text input field for searching by course title or number.
- 2 Organisation:** A dropdown menu currently showing 'all'.
- 3 Lecturers:** A text input field with a note '(min. 3 characters per lecturer)'. Below it are radio buttons for 'Cs. no.' and 'Title', with 'Title' selected.
- Academic year:** A dropdown menu showing '2015/16'.
- Semester:** Radio buttons for 'both' (selected), 'Winter semester', and 'Summer semester'.
- Location:** A text input field.
- search in:** A section with radio buttons for 'Name (of room/ext. organisation/ext. location)' (selected), 'all', 'Street', 'City', and 'Postcode'.
- Period:** Fields for 'from:' and 'to:' with calendar icons and the format 'DDMMYYYY'.

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Searching for courses:

You can either search for a course by

- 1 typing in the title or the number of the course

Course

- 2 or by choosing the institute that offers the course

Organisation

- 3 or by typing in the name of the teacher





Lecturers (min. 3 characters per lecturer)

Then click on „**Search**“.

You can also restrict your search to a certain semester (winter or summer semester), course location or time period.

How to register for courses & exams in the TUGRAZonline system

The colours of the buttons tell you whether or not you can register for the course at the moment:

 grey	You can not register for the course at the moment.
 orange	Registration will begin soon, but is not possible yet.
 green	Registration is possible.
 red	Registration is closed.

Go to section: Wintersemester 2013/14 Sommersemester 2013/14

Course registration - search for courses

Course: math Search

Organisation: all

Lecturers: (min. 3 characters per lecturer)

Sorting: Cs. no. Title

Academic year: 2013/14

Semester: both Winter semester Summer semester

Location: search in

search in: Name (of room/ext. organisation/ext. location) all Street City Postcode

Period: from: Format DDMMYYYY to: Format DDMMYYYY

117 courses found

To register for a course please click on

Course no.	Location	Title	Duration (SH)	Type	part	C/E/PRD	Lect. (appet. SH) / sched. SH / (Part acc. reg.) part. / held SH / part. / (Assistenten) (Tutors)
508.300	W	Advanced Geomathematics	2	2 VO	0/3/0	Kühtreiber H. Wieser M.	
508.301	W	Advanced Geomathematics	2	2 UE	0/3/0	Kühtreiber H.	
503.956	W	Advanced Topics in Discrete Mathematics	2	2 VO	0/2/2	Berkes J. Burkard R. Geroldinger A. Grabner P. Heuberger G. Kirschenhofer P. Klinz B. Lehner F. Thuswaldner J. Tichy B. Wallner J. Woegsa W.	
503.915	W	AK Analysis (Mathematical und physical foundations of Vector and Tensor Analysis I)	1	1 UE	0/3/0	Laback O.	
503.914	W	AK Analysis (Mathematical und physical foundations of Vector and Tensor Analysis II)	3	3 VO	0/3/0	Laback O.	
504.952	W	AK Numerische Mathematik (Advanced Boundary Element Methods)	3	3 VO	0/3/0	OLG	
504.953	W	AK Numerische Mathematik (Advanced Boundary Element Methods)	1	1 UE	0/3/0	OLG	
501.636	W	Recent developments in Mathematics for Finance and Insurance	1	1 UE	1/0/0	Simonov J.	
501.635	W	Recent developments in Mathematics for Finance and Insurance	2	2 VO	1/0/0	Hausenblas E. Hoder M.	
MAT.973	W	Selected Topics in Discrete Mathematics (Probabilistic Methods)	1	1 UE	0/1/0	Sprüssel P.	
MAT.972	W	Selected Topics in Discrete Mathematics (Probabilistic Methods)	3	3 VO	0/1/0	Coolley O.	
MAT.105_2	W	Computer Mathematics	3	3 VU	1/0/0		
MAT.105_1	W	Computer mathematics	3	3 VU	1/0/0	Haase G. Krenn D. Lehner F. Schrempf K.	
503.516	W	Computer Mathematics I	1	1 VU	2/0/0	Huss W.	
MAT.107_2	W	Discrete Mathematics	1	1 UE	1/0/0		
MAT.106	W	Discrete Mathematics	2	2 VO	1/0/0		
MAT.100	W	Orientation Lecture for Mathematics	0.5	0.5 OL	1/0/0	Grabner P.	
PHYA30	W	Introduction to mathematical methods	1	1 VU	2/0/0	Hohenester U.	

If you click on a course, the course description will appear.

How to register for courses & exams in the TUGRAZonline system

504.952.13W.3SH.L AK Numerische Mathematik (Advanced Boundary Element Methods)

Course - detail view

Language: [German](#) [English](#)
Further info: [Course registration](#) [equivalent course](#) [Evaluation](#)

General information

Title: AK Numerische Mathematik (Advanced Boundary Element Methods)
Number: 504.952
Type: Lecture
Semester hours: 3
Offered in: Wintersemester 2013/14
Lecturer (assistant): OT Günther
Organisation: Institute of Computational Mathematics (Math D)
Contact information: [compulsory subject: 0 | elective subject: 3 | PhD studies: 0](#)
Curriculum / ECTS credits: [Details](#)

Course description

Content: More detailed analysis and application of computational methods for solving practical problems in natural science and engineering. Finite element and boundary element methods are used predominantly. We will focus on:
* boundary integral formulations for the Helmholtz partial differential equation
* efficient realization of the boundary integral operators by fast boundary element methods
* coupling of finite and boundary element methods

Previous knowledge expected: We will start with a short introduction to boundary integral equations.
Objective: Knowledge and understanding of boundary integral equations, fast boundary element methods, and coupling of FEM and BEM. Ability to apply these methods.

Expected results of study and acquired competences:
Languages of instruction: German
Teaching and learning method (delivery of skills): multimedia-supported lecture
Scheduled dates: [Details](#)
Course criteria & registration: [Details](#)

Exam information

Prerequisites according to curriculum: no
Assessment: oral
(exam method and evaluation): [Details](#)
Exam dates & registration: [Details](#)
Number of exam dates per semester: bei Vorlesungen(VO) mindestens 3, sonst immanenter Prüfungscharakter

Further information

Recommended reading:
Online information: [online information](#)
[course materials](#)
Note: [Details](#)

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If you want to register for the course, click on “**Course Registration**”.

504.952.13W.3SH.L AK Numerische Mathematik (Advanced Boundary Element Methods)

Course registration - Select group

current status: **not yet registered**

Group: [Display](#) [List of dates](#)

Group	Degree programme Re-Id-register	Grp. req.	Ex. prereq.	no WL in case of avail. places	only for studies	Ranking system	Participants		Registration		Deregistration		Time location
							max.	current participants	from	to	Web	Web	
Standardgruppe	F033243 Bachelorstudium: Architektur						2	0	13.07.13,09:45	31.10.13,23:59	31.10.13,23:59		
	Register						Anmeld.						

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Click on “**Register**”.

After you have clicked on “**Registration**”, a pop up window will appear to ask you to confirm your registration for the course. Click on “**OK**”.

504.952.13W.3SH.L AK Numerische Mathematik (Advanced Boundary Element Methods)

Course registration - Select group

current status: **not yet registered**

Group: [Display](#) [List of dates](#)

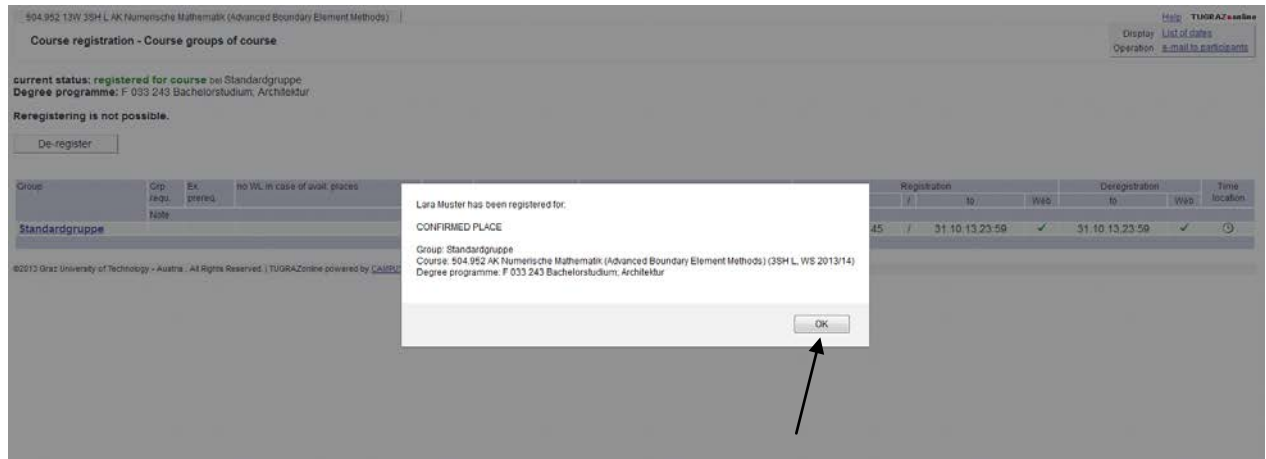
Group	Degree programme Re-Id-register	Grp. req.	Ex. prereq.	no WL in case of avail. places	only for studies	Ranking system	Participants		Registration		Deregistration		Time location
							max.	current participants	from	to	Web	Web	
Standardgruppe	F033243 Bachelorstudium: Architektur						2	0	13.07.13,09:45	31.10.13,23:59	31.10.13,23:59		
	Register						Anmeld.						

Do you really want to register?
Group: Standardgruppe
Course: 504.952 AK Numerische Mathematik (Advanced Boundary Element Methods) (3SH L, WS 2013/14)
Degree programme: F033243 Bachelorstudium: Architektur

[OK](#) [Abbrechen](#)

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How to register for courses & exams in the TUGRAZonline system



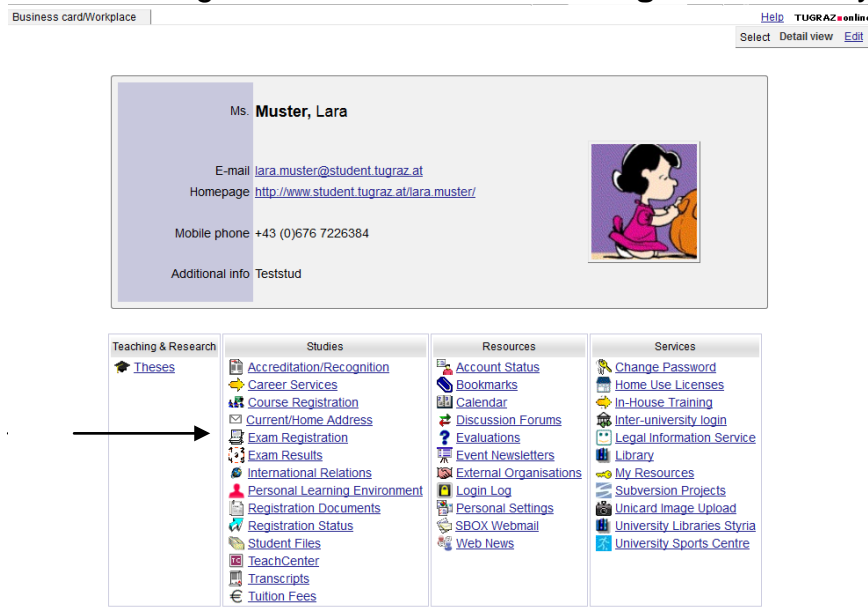
Now another pop up window will appear to confirm your registration. Click on **“OK”**.



If you then go back to your **Business Card** and click on **“Course registration”**, all the courses for which you have successfully registered will appear.

EXAM REGISTRATION

For exam registration click on **“Exam Registration”** in your **Business card**.



How to register for courses & exams in the TUGRAZonline system

You can connect your TUGRAZonline account with your UNIGRAZonline account, if you've registered for Mitbeleger at Karl-Franzens-University Graz. Select **"Settings"** and tick off **"UNIGRAZonline"**. Then click on **"Save"**.

Exam (de)registration - exams

My exams Exam registration - search **Settings**

Personal settings

Do you want the dialogue 'Information' to be shown when the application is started? ☒

Do you want a new window to appear for every new exam (de)registration process? ☐

Tab 'My exams': entries per page 20 ▾

Tab 'Exam registration - search': entries per page 20 ▾

Connect with partner universities

Information

Functionality:

- Display of all active exam registrations at all connected partner universities in a list
- Search throughout the entire exam offer at all connected partner universities
- Direct (de)registrations to/from all exams at all connected partner universities

Requirements:

You need an active account at the partner university.

Connection procedure:

After saving you will be prompted to enter your user name and password of the partner university.

University/universities ☒ UNIGRAZonline

Save

How to register for courses & exams in the TUGRAZonline system

Now you can enter a search term or search for an examiner, lecturers or organisation via advanced search. Due to the fact that now both university accounts are combined you can search either for courses of Graz University of Technology or of Karl-Franzens-University Graz.

Exam (de)registration - exams

My exams

Exam registration - search

Settings

Exam search

Search term (no. or title)

Search

▼ advanced search

Examiner

Lecturers

Organisation

*

▼

Degree programme

*

▼

Recommended semester

*

▼

Subject type

*

▼

time period from-until

02.03.2015

Format: DD.MM.YYYY

Format: DD.MM.YYYY

► Information

Result

No.	Sem.	Type	Title	Registration status	Examiner	Date	Place	Registration window	Operation
▲ ▼	▲ ▼	▲ ▼	▲ ▼			▲ ▼			▼

No exam found.

How to register for courses & exams in the TUGRAZonline system

After you've entered your search term all available exams will appear. Click on "register".

My exams | Exam registration - search | Settings

Exam search

Search term (no. or title)

▼ advanced search

Examiner

Lecturers

Organisation

Degree programme

Recommended semester

Subject type

time period from-until

Format: DD.MM.YYYY

Format: DD.MM.YYYY

► Information

No.	Sem.	Type	Title	Registration status	Examiner	Date	Place	Registration window	Operation
▶ 638.000	14W	VO	Basic Organic Chemistry for Students of Biology	●	Larissegger B (P.)	16.09.2015 09:00 - 10:15	UNI Graz - HS 10.11, Heinrichstraße 28 (ca. 200 Plätze)	11.03.2015 00:00 14.09.2015 23:55	<input type="button" value="Register"/>
▶ 638.000	14W	VO	Basic Organic Chemistry for Students of Biology	●	Larissegger B (P.)	08.05.2015 08:15 - 09:30	externer Ort, nicht an der TU Graz (siehe Anmerkung)	11.03.2015 00:00 06.05.2015 23:55	<input type="button" value="Register"/>
Achtung diese Prüfung findet im HS 44.11 statt									
▶ MOL.731	14W	VO	Biodiversity and Applied Microbiology	●	Berg G (P.)	30.10.2015 08:30 - 10:00	HS A (NT01004)	01.09.2015 00:00 26.10.2015 23:59	<input type="button" value="Register"/>
▶ MOL.731	15W	VO	Biodiversity and Applied Microbiology	●	Berg G (P.)	29.01.2016 12:30 - 14:00	HS A (NT01004)	01.09.2015 00:00 27.01.2016 23:59	<input type="button" value="Register"/>

Exam registration

Examination details

No. 638.000

Title Basic Organic Chemistry for Students of Biology

Date 16.09.2015

Start of exam 09:00

End of exam 10:15

Registration from 11.03.2015 00:00

Registration until 14.09.2015 23:55

Deregistration until 14.09.2015 23:55

Exam mode Written

Type of exam course examination

Sem. 14W

Type Lecture

hrs. 1,33

Current no. of registrations 5

Max. Anmeldungen 9999

Further operations

[Show examination details](#)

[E-mail to all participants](#)

Exam venues

UNI Graz - HS 10.11, Heinrichstraße 28 (ca. 200 Plätze)

Persons involved

[Larissegger, Barbara](#) (Examiner)

[Larissegger, Barbara](#) (Lecturer)

Programme details

Degree programme F 033 662 Bachelorstudium; Chemie

How to register for courses & exams in the TUGRAZonline system

A new window with examination details will open. Please choose your field of study at **“degree programme”** (this is only necessary if you are registered for more than one degree programme).

Then click on **“Register”**. Now you’ve registered successfully for your exam. Print out or write down the date and the start of the exam.

Exam registration - results

Result of the registration process

✓ Registered successfully!

Examination details

No.	638.000	Exam mode	Written
Title	Basic Organic Chemistry for Students of Biology	Type of exam	course examination
Date	16.09.2015	Sem.	14W
Start of exam	09:00	Type	Lecture
End of exam	10:15	hrs.	1,33
Registration from	11.03.2015 00:00	Current no. of registrations	6
Registration until	14.09.2015 23:55	Max. Anmeldungen	9999
Deregistration until	14.09.2015 23:55		
Control number	9D25DFC15B154C073A90DE48BE8B90B593295A26197E0B1435DD139A3213925C		

Programme details

Degree programme F033662 - Bachelorstudium; Chemie

Print

Ok

How to register for courses & exams in the TUGRAZonline system

You can find a list of your exams at **“My exams”**.

Exam (de)registration - exams

My exams

Exam registration - search

Settings

Exams you are registered for by 31.08.2015 14:21

No. ▲▼	Sem. ▲▼	ID of programme ▲▼	Type ▲▼	Title ▲▼	Registration status	Examiner	Date ▲▼	Place	Deregistration until	Operation▼
▶ 638.000	14W	F033662	VO	Basic Organic Chemistry for Students of Biology	✓	Larissegger B (P)	16.09.2015 09:00 - 10:15	UNI Graz - HS 10.11, Heinrichstraße 28 (ca. 200 Plätze)	14.09.2015 23:55	Deregister

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If you want to deregister from an exam, click on **„deregister“**.