How to find your courses and create a schedule online

Finding courses online:

1. Go to the univis website: http://univis.uni-kiel.de/ .
2. Make sure that the current semester is displayed in the top right corner.
   Example:
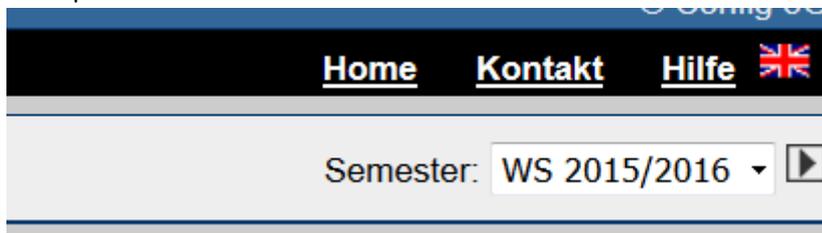
3. Choose the category „Vorlesungsverzeichnis" on the home page.
4. Choose the respective faculty of your subject of study.
5. Choose your subject of study and your course of study (Bachelor, Master, etc.) if necessary
6. Choose your current year of study/semester if necessary.
   NOTE: Your course plan should state which courses are offered during which year of study. If you do not yet have a basic course plan of the subject of study you will find it on the respective faculty´s website or via google.
7. You will now find the courses that you are interested in depicted, including information about date, location and lecturer.
   Example:

Vorlesungsverzeichnis >> Philosophische Fakultät >> Fachwissenschaftliches Lehrangebot >> Englisch >> Bachelor >> 2. Studienjahr >>

Linguistik

		From the Phoneme to the Word			PFL Angl-B-2F 3
		S; 2 SWS; Teil des Moduls ELing-B;			
☐ 050848		Di	14:15 - 15:45	LS10 - R.002	van der Kloet, I.
		vom 25.10.2015 bis zum 10.2.2016, **English Phonetics and Phonology**			

Creating a schedule online:

1. Click on the white square located directly in front of the module number. A small check mark should appear.
   Example:

Vorlesungsverzeichnis >> Philosophische Fakultät >> Fachwissenschaftliches Lehrangebot >> Englisch >> Bachelor >> 2. Studienjahr >>

Linguistik

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2. Afterwards, scroll towards the bottom of the page and chose „Auswahl zur Sammlung hinzufügen".
   Example:

→⊞ Auswahl zur Sammlung hinzufügen ←⊞ Auswahl aus Sammlung löschen ▶◀ Anzeige auf Auswahl einschränken

3. Repeat this procedure for all courses you are planning on choosing for the semester. When finished scroll towards the top of the page and klick on „Sammlung/Stundenplan".
Example:

4. All selected courses will now be depicted on the page.
5. You should now be able to choose from different activities for your collection in the columns on the left hand side, click on „Sammlung Speichern".
Example:

6. A note that your collection has been saved should now appear, click on "weiter".

7. Now you can have a look at your schedule if you choose the category "Stundenplan" in the left hand column.

8. Your schedule should now be displayed. If you would like to save the schedule on your computer or print it choose „PDF Querformat" in the column on the left hand side.

Example