## 1. Course Enrollment

**1.1** At the start of the semester, when you want to register for courses, you have to go to <u>HISinOne</u>. Log in to your account and select English as your default language in the top right corner. Find the leftmost toolbar:



**1.2** Click it and proceed by clicking "My studies":

🔳 🍙 ★ ufr	HISinOne
Home	
My Studies	
Studies offered	
Research	
Organisation	
Service	
Help	
	Close [ESC]

1.3 Then navigate to "Planner of studies with Module plan":

Main menu			
My Studies			
Planner of studies with Module plan			
Schedule Remark moduls, e			
My course enrollments and exam registrations			
My achievements			
Import results with EMREX			
Module handbook			
Student Service			
Course plan			
	Close [ESC]		

#### **1.4** After clicking it you will find a page which looks something like this:

Planner of studies with Module plan Master of Arts, Linguistik – Sprache, Kommunikation und Kognition/Linguistics – Language, Communication and Cognition, General Linguistics and Linguistic Diversity, Hauptfach, PO 2023

Brow Module plan     → Select another course of study     Printview		ОНе
Events winter semester 2023	Courses: All None Only organized	Exams, non-graded works: All O None O Only organized
earch in course catalog		t≣ Expand all t≣ Collapse a
tructure of examination regulations - All subject related semesters	Actions	Status
Compution, General Linguistics – Language, Communication and Cognition/Linguistics – Language, Communication and Cognition, General Linguistics and Linguistic Diversity, M.A., PO 2023     Of SLE 10FC-900-MA-954-V092-2023 - AP Master of Arts in Linguistik – Sprache, Kommunikation und Kognition/Linguistics – Language, Communication and Cognition, General Linguistics and Linguistic Diversity, 2023		
🗸 🧭 05LE10KT-9991-MA-954-V092-2023 - ECTS credits earned		Your actual status: Coursework submitted/registered Term of the examination: ws 2023/24
O5LE10KT-7000-MA-954-V092-2023 - Studienbegleitende Prüfungen im Fach Linguistik – Sprache, Kommunikation und Kognition/Linguistics – Language, Communication and Cognition, General Linguistics and Linguistic Diversity		Your actual status: Coursework submitted/registered Term of the examination: ws 2023/24
SE 1040-8700-MA-954-V092-2023 - Masterarbeit und mündliche Masterprüfung im Fach Linguistik – Sprache. Kommunikation und Kognition/Linguistics – Language. Communication and Cognition. General Linguistics and Linguistic Diversity		

**1.5** At the top most level you will find the name of your Master's programme and the track that you have chosen (in this case General Linguistics and Linguistic Diversity):

Structure of examination regulations - All subject related semesters	Actions	Status
05LE10PO-MA-954-V092-2023 - Linguistik – Sprache, Kommunikation und Kognition/Linguistics – Language, Communication and Cognition, General Linguistics and Linguistic Diversity, M.A., PO 2023	>	
Ø 05LE10KT-9000-MA-954-V092-2023 - AP Master of Arts in Linguistik – Sprache, Kommunikation und Kognition/Linguistics – Language, Communication and Cognition, General Linguistics and Linguistic Diversity, 2023		

**1.6** Click the three subordinate headers under this one to display the modules within your degree. First you click "AP Master of Arts in Linguistik…" and then "ECTS credits earned" and finally "Studienbegleitende Prüfungen im Fach Linguistik…":



**1.7** As you have reached "Studienbegleitende Prüfungen im Fach Linguistik…" you will be able to display the three main sections of the Master's Programme:

- "Bereich Forschungsmethoden und Forschungspraxis"
- "Schwerpunktbereich"
- "Linguistischer Ergänzungsbereich":

✓ Ø05LE10KT-9991-MA-954-V092-2023 - ECTS credits earned	Your actual status: Coursework submitted/registered Term of the examination: ws 2023/24
Ø 05LE10KT-7000-MA-954-V092-2023 - Studienbegleitende Pr üfungen im Fach Linguistik – Sprache, Kommunikation und Kognition/Linguistics – Language, Communication and Cognition, General Linguistics and Linguistic Diversity	Your actual status: Coursework submitted/registered Term of the examination: ws 2023/24
05LE10KT-MA-954-B-FF - Bereich Forschungsmethoden und Forschungspraxis	Your actual status: Coursework submitted/registered Term of the examination: ws 2023/24
05LE10KT-MA-954-V092-B-S - Schwerpunktbereich	Your actual status: Coursework submitted/registered Term of the examination: ws 2023/24
Ø 05LE10KT-MA-954-B-LE - Linguistischer Ergänzungsbereich	Your actual status: Coursework submitted/registered Term of the examination: ws 2023/24

1.8 In English these correspond to

- "Research Methods and Research Practice"
- "Specialization Domain"
- "Linguistic Supplementary Domain"

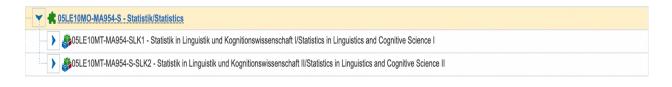
of the Master Programme's module structure. This is explained in more detail here.

**1.9** Under a header like "Bereich Forschungsmethoden und Forschungspraxis" you will find the sub-modules belonging to this module domain. In this case "Sprache, Kommunikation und Kognition – Überblick/Language, Communication and Cognition – Overview", "Statistik/Statistics", et cetera:

	Your actual status: Coursework submitted/registered Term of the examination: ws 2023/24
- 👻 🔗 05LE10KT-MA-954-B-FF - Bereich Forschungsmethoden und Forschungspraxis	Your actual status: Coursework submitted/registered Term of the examination: ws 2023/24
🚽 🕨 🔹 05LE10MO-MA954-SKKÜ - Sprache, Kommunikation und Kognition – Überblick/Language, Communication and Cognition – Overview	Your actual status: Coursework submitted/registered Term of the examination: ws 2023/24
🕨 🗮 05LE10MO-MA954-S - Statistik/Statistics	
05LE10MO-MA954-EF - Empirische Forschungsmethoden/Empirical Research Methods	Your actual status: Coursework submitted/registered Term of the examination: ws 2023/24
- Distriction	
November 2015 - Elinguistische Forschungspraxis/Linguisitic Research Practice	

**1.10** It is under these sections, below the puzzle pieces that you will find the actual courses that are on offer or will be on offer at some point during the course of your Master's programme.

**1.11** If you, for example, click Statistik/Statistics you will see that there are two courses that may or may not be on offer:



**1.12** Let us look at the section "Statistik in Linguistik und Kognitionswissenschaft II/Statistics in Linguistics and Cognitive Science II" as an example. When you click this tab you will see yet two sub-sections; let us not worry about the second one for now and just look at the first:

V C5LE10MO-MA954-S - Statistik/Statistics	
Discrete Statistics in Linguistic and Cognitive Science I and Cognitive Science I	
CINC 1005LE10VG-MA954-S-SLK2 - Statistik in Linguistik und Kognitionswissenschaft II/Statistics in Linguistics and Cognitive Science II (1.0f.1)	
• Science II 05LE10SL-MA954-S-SLK2 - Statistik in Linguistik und Kognitionswissenschaft II/Statistics in Linguistics and Cognitive Science II	0

**1.13** It is under the single, open book-symbol such as this one where you will find the actual courses on offer. Once you have clicked it you have two options, either you can access further information about the course by clicking the blue link and the course's name, or you can apply for it. Let us first click the blue link and read about the course:

To 5LE10VG-MA954-S-SLK2 - Statistik in Linguistik und Kognitionswissenschaft II/Statistics in Linguistics and Cognitive Science II (1.of.1)	
Ele 05LE02Ü-SoSe2402 - Linguistic Data Analysis with R – The Linear Model Framework - excepcise course	Apply ss 2024

**1.14** This will take you to a page like this one — and depending on the individual course, you will find information about when and where it takes place, who teaches it, and the course content by clicking the subsequent headers, such as "Events", "Contents / Notices", et cetera:

Detail view
Linguistic Data Analysis with R – The Linear Model Framework   05LE02Ü-SoSe2402   course
Back <
Choose term Actions
Events         Contents / Notices         University course catalog         Linked examinations         Modules / Courses of study
Basic data >
This course has been planned yet for the chosen term.

**1.15** From this page you can also choose to apply for the course, but as you remember, this can also be done from the previous interface:

	C5LE10VG-MA954-S-SLK2 - Statistik in Linguistik und Kognitionswissenschaft II/Statistics in Linguistics and Cognitive Science II ( <u>1.of.1</u> )	$\frown$
	E205LE02Ü-SoSe2402 Linguistic Data Analysis with R The Linear Model Framework - excercise     course	♣ Apply ss 2024
	Science II	0

# **1.16** When you press "Apply" you will be brought to a page looking something like this:

Planner of studies with Module plan

05LE02Ü-SoSe2402 excercise	course: l	Linguistic Data Analysis with R – The Linear Model Framework
SLK2) - Statistik in Linguistik und Kogn Statistik/Statistics (Nr=05LE10MO-MA Prüfungen im Fach Linguistik – Sprach Linguistic Diversity (Nr=05LE10KT-700	itionswisser 954-S) - Ber e, Kommun 0-MA-954-\ Ind Kognitio 92-2023) nd Begleitü	
Actions & messages	Group	Dates (mm/dd/yyyy) and rooms
🚯 enroll	-	Linguistic Data Analysis with R – The Linear Model Framework
No limit for attendees, all attendees will be enrolled		summer semester 2024 Monday, 15.04.24 - 15.07.24 from 14:00 to 16:00 c.t. Weekly <u>HS 1021 (Kollegiengebäude I)</u>
		O <u>Müller. Julia</u>

**1.17** Here it is important to note that there is information on how the course will be registered at the top of the page:

05LE02Ü-SoSe2402 excercise course: Linguistic Data Analysis with R – The Linear Model Framework Achievement will be used for Statistik in Linguistik und Kognitionswissenschaft II/Statistics in Linguistics and Cognitive Science II (Nr=05LE10VG-MA954-S- SLK2) Statistik in Linguistik und Kognitionswissenschaft II/Statistics in Linguistics and Cognitive Science II (Nr=05LE10MT-MA954-S-SLK2) - Statistik/Statistics (Nr=05LE10MO-MA954-S) - Bereich Forschungsmethoden und Forschungspraxis (Nr=05LE10KT-MA-954-B-FF) - Studienbegleitende Prüfungen im Fach Linguistik – Sprache, Kommunikation und Kognition/Linguistics – Language, Communication and Cognition, General Linguistics and Linguistik – Sprache, Kommunikation und Kognition/Linguistics – Language, Communication and Cognition, General Linguistic Diversity, 2023 (Nr=05LE10KT-900-MA-954-V092-2023) Belegphase Votesungen, Kolloquien und Begleitübungen   Englisches Seminar: The Period last from 12:09:2024 / 00:00 to 14.04.2024 / 23:59			
Actions & messages	Group	Dates (mm/dd/yyyy) and rooms	
<ul> <li>enroll</li> <li>No limit for attendees, all attendees will be enrolled</li> </ul>	]	Linguistic Data Analysis with R – The Linear Model Framework summer semester 2024 Monday, 15.04.24 - 15.07.24 from 14:00 to 16:00 c.t. Weekly PHS_1021 (Kollegiengebäude I) Müller.Julia	

**1.18** In this case there are no options — **but keep in mind** that some courses may be registered within different modules. For example, it might be possible to register a seminar both under your track's Specialization Domain/Schwerpunktbereich and Linguistic Supplementary Domain/Ergänzungsbereich. In those cases you will have to decide where to place it, based on your course of study. This option will appear here, at the top of the page.

**1.19** Now, click enroll and you should see a page similar to the one below:

05LE02Ü-SoSe2402 excercise course: Lingui	stic Data	Analysis with R – The Linear Model Framework	
Achievement will be used for Statistik in Linguistik und Kognitionswissenschaft II/Statistics in Linguistics and Cognitive Science II (Nr=05LE10VG-MA954-S-SLK2) - Statistik in Linguistik und Kognitionswissenschaft II/Statistics in Linguistics and Cognitive Science II (Nr=05LE10MT-MA954-S-SLK2) - Statistik/Statistics (Nr=05LE10MO-MA954-S) - Bereich Forschungsmethoden und Forschungspraxis (Nr=05LE10KT-MA-954-B-FF) - Studienbegleitende Prüfungen im Fach Linguistik – Sprache, Kommunikation und Kognition/Linguistics – Language, Communication and Cognition, General Linguistics and Linguistic Diversity (Nr=05LE10KT-000-MA-954- V092-2023) - ECTS credits earned (Nr=05LE10KT-9991-MA-954-V092-2023) - AP Master of Arts in Linguistik – Sprache, Kommunikation und Kognition/Linguistics – Language, Communication and Cognition, General Linguistics and Linguistic Diversity, 2023 (Nr=05LE10KT-900-MA-954-V092-2023)			
Belegphase Vorlesungen, Kolloquien und Begleitübungen   Englisches Seminar: The Period last from 12.02.2024 / 00:00 to 14.04.2024 / 23:59			
Status	Group	Dates (mm/dd/yyyy) and rooms	
Confirmation of participation	-	Linguistic Data Analysis with R – The Linear Model Framework summer semester 2024 Monday, 15.04.24 - 15.07.24 from 14:00 to 16:00 c.t. Weekly	
No limit for attendees, all attendees will be enrolled		MiultarJulia	

### **1.20** If you now click here again:



1.21 And navigate to "My studies" and then to "My course enrollments and exam registrations":

Main menu
My Studies
Planner of studies with Module plan
Schedule
My course enrollments and exam registrations
My achievements
Import results with EMREX
Module handbook
Student Service
Course plan

**1.22** You will see a page like this one, and find the courses you have registered for:

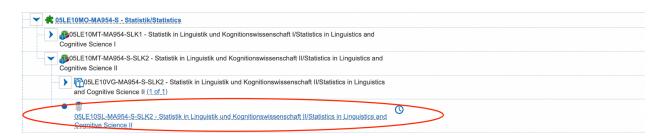
My course enrollments and exam registrations			
Here you are seeing your course enrollments and exam registrations for the selected semester.			
Status for course enrollments:			
<ul> <li>registered</li> <li>confirmation of participation</li> <li>rejected by administration/teaching</li> <li>rejected (automatically)</li> <li>hingh priority rejected</li> <li>waitist</li> <li>retreated</li> <li>cancelled</li> </ul>			
Status for exam registrations will be completed.			
Choose term Actions Term Sommersemester 2024  Belegungen und Prüfungsanmeldungen			
Enrollments and admissions			
Republic Hide lectures Republic examinations and non-graded works			
You have applied for courses.			
course: excercise course 05LE44Û-24102 Field Methods			
Dates (dd.mm.yyyy) and rooms	Status	Actions	
- Field Methods     - Field Methods     - Your actual status: registered (Priority 1, 1)     - each Wednesday (4/17/24 to 7/17/24) from 2:00 PM to 4:00 PM Weekly in Room: Seminarraum EG (Bellottstr.18. Vorderhaus)     Lecture: Peck, Naomi			

1.23 And here, at the bottom in this case, you will find the course you just enrolled in:

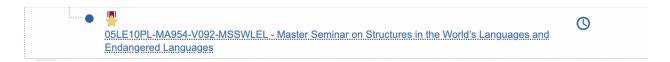
course: excercise course 05LE02Ü-SoSe2402 Linguistic Data Analysis with R - The Linear Model Framework		
Dates (dd.mm.yyyy) and rooms	Status	Actions
Linguistic Data Analysis with R – The Linear Model Framework     each Monday (4/15/24 to 7/15/24) from 2:00 PM to 4:00 PM Weekly in Room <u>HS 1021 (Kollegiengebäude I)</u> Lecturer: <u>Moller_Julia</u>	Your actual status: confirmation of participation Term of the examination: ss 2024 Current attempt: 1	Gint More details Sign off
course: lecture course 05LE10V-2411008 Vorgängersysteme des Neuhochdeutschen		
Dates (dd.mm.yyyy) and rooms	Status	Actions
semester course, - Vorgängersysteme des Neuhochdeutschen	Your actual status: confirmation of participation	More details

## 2. Exam registration

2.0 Now let us go back to what we sawabout the second option in 1.12:



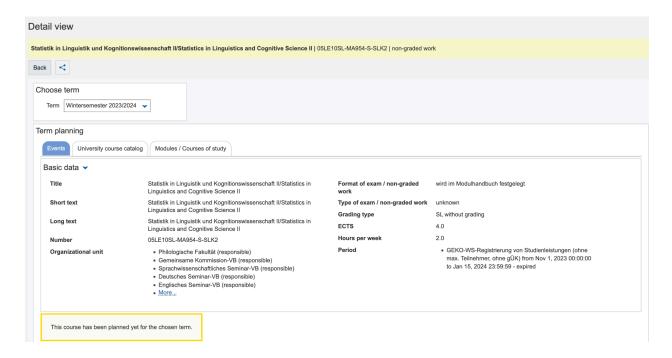
**2.1** This symbol, the silver star, means that this course can be taken as a Studienleistung, i.e. non-graded course work, while a gold star entails that a course can be taken as a Prüfungsleistung, i.e. graded course work. For example:



**2.3** Studienleistungen can be registered shortly after the beginning of the semester up until right before the end of the course. You can find the semester dates <u>here</u>.

**2.4** For Prüfungsleistungen you have to be wary of the registration period, which is usuallyThursday-Sunday in the fourth week of the semester. Your coordinator will provide you with the exact dates. Please note that registration for **Prüfungslesitungen** outside of this designated time frame is not possible.

**2.5** When you click the blue link under a gold or silver star during the respective registration periods it will take you to a page like this one, where there will be an option to register for the graded (Prüfungsleistung) or non-graded (Studienleistung) course work:



**2.6** On the page displayed above you will also find more specific information, such as the number of credits assigned to the course, as well as the grading type, i.e. SL = Studienleistung and PL = Prüfungsleistung.

**2.7** Once you have successfully registered for a Prüfungslesitung or Studienleistung you can find them by again clicking on this symbol:



**2.8** And subsequently clicking "My studies" and "Planner of studies with Module Plan". That will take you to the same page as in **1.22** where you should find your courses as well as examinations. The examination(s) should show up and look like this:

amination: 05LE10PL-MA954-V092-MSLTCL Master Seminar on Linguistic Typology and Cross-Ling	uistic Diversity	
ates (dd.mm.yyyy) and rooms	Status	Actions
Jiversity in the world's languages • No time defined Type of exam / non-graded work: written elaboration Examiner: Dr., Becker, Laura	Your actual status: admission Term of the examination: ws 2023 Current altempt: 1	More details

## 3 Registration for Linguistisches Ergänzungsmodul II/Supplementary Module in Linguistics II

**3.1** When you want to sign up for a course and use it to fill the Linguistisches Ergänzungsmodul II/Supplementary Module in Linguistics II slot, follow these steps.

**3.2** First navigate to the correct module the same way as in **1.1-1.8** until you find the section called Linguistisches Ergänzungsmodul II/Supplementary Module in Linguistics II, click it:

🔍 🛊 05LE10MQ-MA954-LE2 - Linguistisches Ergänzungsmodul II/Supplementary. Module in Linguistics. II
> 🐉05LE10MT-MA954-M2F - Masterseminar 2 aus einer der Fachrichtungen/Master Seminar 2 from any Specialization

**3.3** Click the top most section to display this menu:

🔹 05LE10MO-MA954-LE2 - Linguistisches Ergänzungsmodul II/Supplementary Module in Linguistics II
Bud5LE10MT-MA954-M2F - Masterseminar 2 aus einer der Fachrichtungen/Master Seminar 2 from any Specialization
Sol_E10MT-MA954-M2F - Masterseminar 2 aus einer der Fachrichtungen/Master Seminar 2 from any Specialization  Multi-connected Elements (Please click on the respective heading to display the respective element):
Of DisLE44S-23202 - Efficiency in language and communication □ - course - Compulsory - 8.0 ECTS     OsLE44S-23201 - Cross-cultural Communication □ - course - Compulsory - 8.0 ECTS     OsLE10S-2321304 - Variation im grammatischen Wissen und im sprachlichen Verhalten □ - seminar - Compulsory     OsLE10S-2321304 - Variation im grammatischen Wissen und im sprachlichen Verhalten □ - seminar - Compulsory

**3.4** Find the course you want to register for and click its name. For example, let us say that you want to register "Linguistic Landscapes" as your Supplementary Module II:

→ 05LE44S-24105 - Linguistic landscapes	

**3.5** Scroll down to the end of this menu and it should show up as a selectable course for which you can apply, like this:

05LE10S-2411202 - Von der H	Jahre
🗊 - seminar - Compulsory	
→ 05LE02S-SoSe2421 - Modern English – Contrastive and Typological Perspectives         [         ]	🗐 - seminar -
Compulsory	
🗲 05LE02S-Sose2423 - Testing World Englishes Models – Namibia, Southern Africa 🔋	🗐 - seminar -
Compulsory	
<b>E</b> E  05LE10S-2411304 - Blick in der Interaktion - seminar	Apply
<b>Seminar</b> - Seminar	🚯 apply
Electronic and a seminar	B Sign off/Cancel

**3.6** Now you can simply follow the steps as explained in the above guide and the course should be registered under the correct module. To make sure you can navigate back to the page in **1.22** and make sure the course is there.