
A Guide to Language Course Registration for TU Darmstadt Employees



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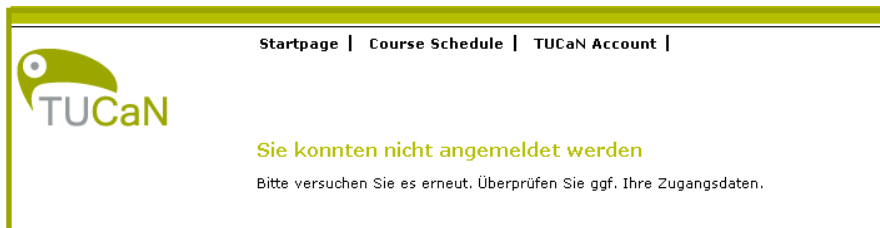
1. Registration in TUCaN

Open the browser for URL www.tucan.tu-darmstadt.de and log in with your TU-ID and password over the link „Registration“.

1.1. Successful registration

If you are able to log into TUCaN, please go to section 2 and proceed from there.

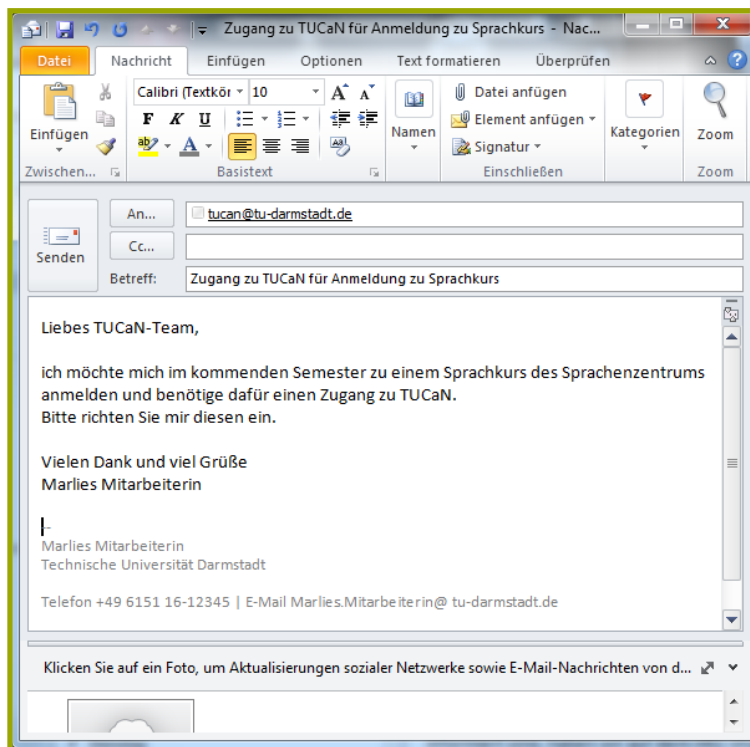
1.2. Unsuccessful registration



If you are unable to log into TUCaN and the above page appears, then either the TU-ID or password was incorrect. It is also possible that TUCaN does not recognize you as a user, in which case the TUCaN team will need to provide access. In this case, please proceed as follows.

Step 1

Write a short message to tucan@tu-darmstadt.de requesting access to TUCaN in order to register for a language course as an employee of TU Darmstadt.





Step 2

After access has been granted, you will receive a confirmation message and can then log into TUCaN.

2. Enrolling prior to registration

The administration of your language course registration requires the input of more data than is automatically available from your TU-ID, administered by the TU's identity management system. Open the form by clicking on "Language Courses" in the menu. This menu category will only be visible between 01.03. and 27.05 and then from 01.09 to 25.11. "Language Courses" will not be visible on the menu outside of these times and registration for a language course will not be possible.

If for some reason you are not able to see "Language Courses" on the menu during these times periods (01.03. to 27.05 and 01.09 to 25.11.), please send a short e-mail message to tucan@tu-darmstadt.de (as described under point 1.2). Please also mention that you are a TU Darmstadt employee and that you are able to log onto TUCaN, but cannot see "Language Courses" on the menu.



Step 1

Main menu [Language Courses](#) > [Personal data](#) > [Fill in form](#)

Name: on: 25.08.2015 on: 14:06 [log out](#) | [Deutsch](#)

My TUCaN | [Course Catalogue](#) | [Service](#) | [Application](#) | [Guest Students](#) | [Language Courses](#) | [Help](#)

Personal data

	Entry	Notes
Title*	<input type="text" value="Choose"/>	
Family name*	<input type="text"/>	
Firstname*	<input type="text"/>	
Date of Birth*	<input type="text" value="DD.MM.YYYY"/>	Your Place and Date of Birth are needed for a distinct identification.
Place of Birth*	<input type="text"/>	
E-Mail address at TU*	<input type="text"/>	Please enter your job-related e-mail address at TU. Please review the entered data carefully to guarantee, we can contact you.
Please choose "TU-MA Weiterbildung".*	<input type="text" value="Choose"/>	This selection is necessary to provide the language courses for you as desired.



Step 2

After you have submitted the form, a confirmation message will be sent to you via e-mail. As soon as your request has been processed (allow for up to a week for processing time), you will receive an e-mail stating that you are now approved to register for a language course.

3. Registering for a language course

After you have received approval to register for a language course, log in again with your TU-ID and password to TUCaN.



Step 1

Main menu **Courses** > Submenu left **Registration**

The screenshot shows the TUCaN website interface. At the top right, there is a user status bar with 'Name: on: 25.08.2015 on: 15:36' and links for 'log out' and 'Deutsch'. Below this is a navigation bar with links: 'My TUCaN | Course Catalogue | Schedule | **Courses** | Examinations | Service | Application | Guest Students | Language Courses | Help'. The 'Courses' link is circled in red. On the left side, there is a sidebar menu with 'My Modules', 'My Courses', 'My Elective Subjects', '**Registration**', and 'My Current Registrations'. The 'Registration' link is also circled in red. The main content area shows 'Registration for modules and courses' and 'Mitarbeiter-Weiterbildung >' with a list of links: 'Gesamtkatalog aller Module des Sprachenzentrums' and 'Further Courses'.



Step 2

Link **Gesamtkatalog aller Module des Sprachenzentrums (Catalogue of all Language Resource Center Modules)**

This screenshot is similar to the previous one, but the 'Gesamtkatalog aller Module des Sprachenzentrums' link in the main content area is highlighted with a red box. The 'Courses' link in the top navigation bar and the 'Registration' link in the left sidebar remain circled in red.



Step 3

Select the language, level and course name.

This screenshot shows the TUCaN website with the 'Gesamtkatalog aller Module des Sprachenzentrums' link selected. The breadcrumb trail now reads: 'Mitarbeiter-Weiterbildung > Gesamtkatalog aller Module des Sprachenzentrums > **Französisch**'. Under 'Französisch', there is a list of course options: 'kein UNICert', 'UNICert I', '**UNICert II**', 'UNICert III', 'UNICert IV', and 'UNICert-Zertifikate'. The 'UNICert II' option is circled in red. Below the list, there is a section titled 'Aktuelle Informationen:' with a warning to read the registration information at 'http://www.spz.tu-darmstadt.de/ueber_uns/index.en.jsp'. A 'Bitte beachten:' section follows, stating that users can register for either a module with an examination (with CPs) or without. Finally, a 'Voraussetzungen:' section advises users to check requirements for the selected course.

3.1. Registering for the module


Registering for the module is a first necessary step in registering for a language course.



Step 1

Page Registration

Name: _____
: 25.08.2015 on: 15:36
log out | Deutsch



- My Modules
- My Courses
- My Elective Subjects
- Registration
- My Current Registrations

Registration for modules and courses

[Mitarbeiter-Weiterbildung](#) > [Gesamtkatalog aller Module des Sprachenzentrums](#) > [Französisch](#) > [UNICert II](#)

Aktuelle Informationen:

Before registering for a module and the corresponding course, please be sure to FIRST READ the information regarding course registration.
http://www.spz.tu-darmstadt.de/ueber_uns/index.en.jsp

Bitte beachten:


For each language course, you may register either for the module that includes an examination (with CPs) or for the module that only includes class participation (0 CPs - without grade).

Voraussetzungen:

Before registering, be sure to check if you fulfill all requirements necessary for the course selected (please see course details)

Registration for modules and courses

Course offering Instructors Time period Registration group Location	Reg. deadl. Max. Reg. part.	
41-31-0082 Compréhension et expression - Préparation à UNICert II (SoSe 2015) Dr.phil. Cornelia Personne	16.04.2015	Register
41-31-0080-ku Compréhension et expression - Préparation à UNICert II (Exams: Studienleistung)		
41-31-1081-ku Compréhension et expression - Préparation à UNICert II	16.04.2015	




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Step 2

Page Next

Name: _____
on: 25.08.2015 on: 15:36
log out | Deutsch




- My Modules
- My Courses
- My Elective Subjects
- Registration
- My Current Registrations

Module registration

[Next](#)

No.	41-31-0082
Name	Compréhension et expression - Préparation à UNICert II
Studies	Mitarbeiter-Weiterbildung
No.	Name
41-31-0082	Compréhension et expression - Préparation à UNICert II




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DARMSTADT



Step 3

Page Submit

My TUCaN | Course Catalogue | Schedule | **Courses** | Examinations | Service | Application | Guest Students | Language Courses | Help |  TECHNISCHE UNIVERSITÄT DARMSTADT

TUCaN

- My Modules
- My Courses
- My Elective Subjects
- Registration
- My Current Registrations

Module registration

Note:
Please check the registration data below. Confirm to register.

No.	41-31-0082
Name	Compréhension et expression - Préparation à UNICert II
Studies	Mitarbeiter-Weiterbildung


No.	Name
41-31-0082	Compréhension et expression - Préparation à UNICert II

Confirm



Step 4

Registration successful > Page Back to registration

My TUCaN | Course Catalogue | Schedule | **Courses** | Examinations | Service | Application | Guest Students | Language Courses | Help |  TECHNISCHE UNIVERSITÄT DARMSTADT

TUCaN

- My Modules
- My Courses
- My Elective Subjects
- Registration
- My Current Registrations

Module registration

Note:
Your registration has been successful.

No.	41-31-0082
Name	Compréhension et expression - Préparation à UNICert II
Studies	Mitarbeiter-Weiterbildung

No.	Name
41-31-0082	Compréhension et expression - Préparation à UNICert II

Confirm

3.2. Registering for the course

After successfully registering for the module, you may now choose and register for the specific language course. The process is identical.

The screenshot shows the TUCaN interface for course registration. At the top, there is a navigation bar with links for 'Name', 'on: 25.08.2015 on: 15:36', 'log out', and 'Deutsch'. Below this is a main navigation menu with 'My TUCaN | Course Catalogue | Schedule | Courses | Examinations | Service | Application | Guest Students | Language Courses | Help'. The TUCaN logo and the Technische Universität Darmstadt logo are also visible.

The main content area is titled 'Registration for modules and courses'. It includes a breadcrumb trail: 'Mitarbeiter-Weiterbildung > Gesamtkatalog aller Module des Sprachenzentrums > Französisch > UNICert II'. Under 'Aktuelle Informationen:', there is a warning to read course registration information and a URL: http://www.spz.tu-darmstadt.de/ueber_uns/index.en.jsp. A 'Bitte beachten:' section explains that users can register for either a module with an examination (with CPs) or a module with class participation (0 CPs - without grade). A 'Voraussetzungen:' section advises checking requirements. A table titled 'Registration for modules and courses' lists two course offerings:

Course offering	Instructors	Time period	Registration group	Location	Reg. deadl. Max. Reg. part.	
41-31-0082 Compréhension et expression - Préparation à UNICert II (SoSe 2015)	Dr.phil. Cornelia Personne				31.08.2015	→ Register
41-31-0080-ku Compréhension et expression - Préparation à UNICert II (Exams: Studienleistung)						
41-31-1081-ku Compréhension et expression - Préparation à UNICert II	Dr.phil. Cornelia Personne	Wed, 22. Apr. 2015 [08:00] - Wed, 15. Jul. 2015 [09:40]			31.08.2015 25 10	→ Register

4. Course registration status

4.1. Checking your current registration status



Step 1

Main menu [Courses](#) > Submenu [My Current Registrations](#)

The screenshot shows the 'My Current Registrations' page in the TUCaN system. The navigation bar at the top is identical to the previous screenshot. The main navigation menu on the left has 'My Current Registrations' highlighted with a red oval. The main content area is titled 'My registrations' and is divided into three sections: 'Pending registrations', 'Accepted registrations', and 'Rejected registrations'. Each section shows 'No pending registrations', 'No accepted registrations', and 'No rejected registrations' respectively. A 'Registration' link is visible in the pending section.

Under „Floating registrations“ you can see those courses for which final registration has not yet been decided, i. e. as to whether you may attend the course or not.
 Under “Accepted registrations” you can see those courses which you have received a place for and may attend.

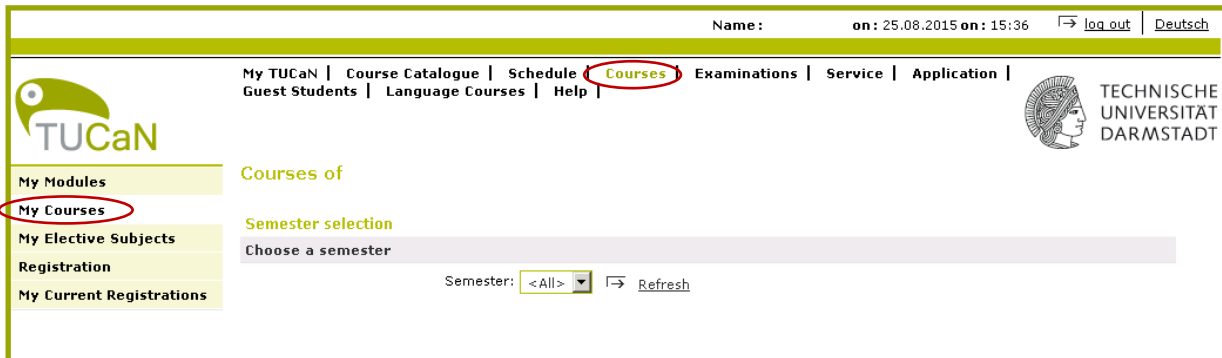
Under “Rejected registrations” you can see the courses which you have not been accepted for and unfortunately may not attend. If a place in the course does become available, the Language Resource Center will contact you.

Please note that if you do not receive a place in the course, you must cancel your registration for the module. If you do not cancel your registration, it will not be possible to register for the same module in the following semester.


4.2. Checking your successful language course registration

Step 1

Main menu [Courses](#) > Submenu [My Courses](#)



Name: on: 25.08.2015 on: 15:36 [log out](#) | [Deutsch](#)

My TUCaN | [Course Catalogue](#) | [Schedule](#) | [Courses](#) | [Examinations](#) | [Service](#) | [Application](#) |  TECHNISCHE UNIVERSITÄT DARMSTADT

My Modules
My Courses
 My Elective Subjects
 Registration
 My Current Registrations

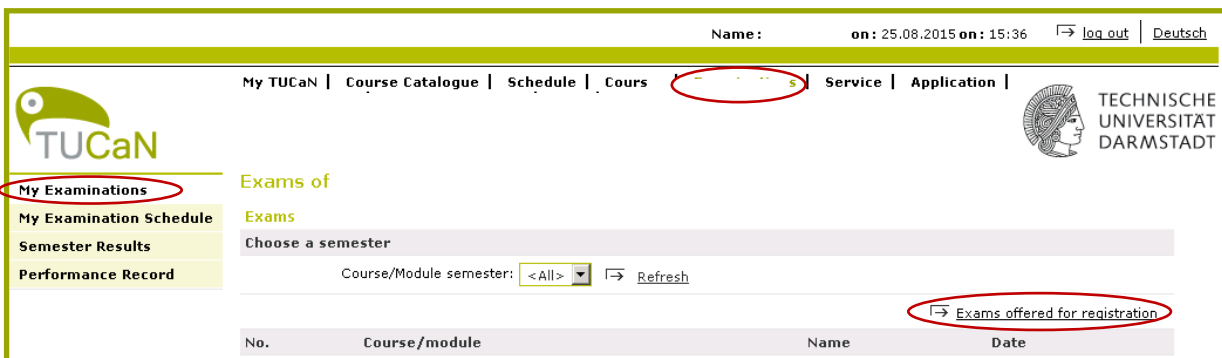
Courses of

Semester selection
 Choose a semester


Semester: [Refresh](#)

5. Registration for final exam

If you wish to take part in the final exam for the language course you have attended, you must register in TUCaN for the exam during the exam registration period. Please note that it is not possible to take part in the final exam without registering beforehand.



Name: on: 25.08.2015 on: 15:36 [log out](#) | [Deutsch](#)

My TUCaN | [Course Catalogue](#) | [Schedule](#) | [Courses](#) | [Examinations](#) | [Service](#) | [Application](#) |  TECHNISCHE UNIVERSITÄT DARMSTADT

My Examinations
 My Examination Schedule
 Semester Results
 Performance Record

Exams of

Exams
 Choose a semester

Course/Module semester: [Refresh](#)

[Exams offered for registration](#)

No.	Course/module	Name	Date
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