

* Registration for Courses in Summer Semester 2019 *

Discover our full program at www.campus.tum.de

Look left, choose Central Service Institutions > Language Center > German as a Foreign Language > Courses.

Click the T-button to look for groups that fit into your schedule.

- Only TUM students including exchange students can sign up for courses at TUM Language Center.
- You can only sign up once your enrollment process is fully completed. We do not sign up students manually or by e-mail.
- In TUMonline, your name will automatically be put on a waiting list. Make sure to come to the first class meeting regardless of your position on the waiting list and bring a recent placement test result (level A1.2 upwards; details see below).
- Students **without** any previous knowledge in German please sign up for courses at level A1.1.
- Students **with** previous knowledge in German need to do a placement test at www.moodle.tum.de as a first step:
 - Click “Site home”, then “Course categories”.
 - Choose semester in the lower middle, then select „Weitere Einrichtungen“ > „Sprachenzentrum“ > „Einstufungstests“ > „Deutsch als Fremdsprache“ > „Einschreiben“.
 - Choose a placement test and click „Test jetzt durchführen“.
 - Take a screen shot of the result or print out the certificate.
- The placement test will help you to decide, which level to choose. For your self-assessment please also take into account: The better your knowledge in one level, the higher your chances to successfully finish the next level.
- A plus course covering two levels – e.g. A2.1 plus A2.2 – is only advisable for students who are prepared to devote a substantial amount of time to study German.
- Please note, that the placement test will be closed before registration starts.

* Start of Registration: April 12, 2019 from 8 a.m. *

Please click the T-button in TUMonline to find out about the exact time of registration for your selected course.

- If you have failed to do the placement test in time, please write an e-mail to daf-placement@zv.tum.de. Please state your student ID number.
- Explanation on how to obtain a confirmed place, see further down.
- TUM staff, visiting scholars, doctoral candidates and postdocs **without** access to TUMonline: We try to reserve 1-2 places in every class - subject to availability, no guaranteed places. Please write to the instructor in advance and come to the first class meeting. Also see our special program for you on www.tum.de/daf-staff.

* How to obtain a confirmed place *

- Please note that you are only entitled to a confirmed place in the course if you attend the first class meeting.
- If you are unable to attend the first class, contact the lecturer of your selected group:
 - Go to the course list in TUMonline and click the T-button of your course.
 - Look for your group and move right to the column “Lecturer”.
 - Do not forget to mention your selected level and group.
 You will then keep your position on the waiting list until the next class.
- Confirmed places will be assigned to participants according to their position on the waiting list.
- Students who do not appear to have the required knowledge for the chosen level may receive a recommendation for a different level. Up to 3 places are reserved in every class for students recommended to change.
- Please note, that TUMonline does not let you keep your position on the waiting list when you switch groups.
- Students who miss the first meeting without notifying the lecturer in advance lose their position on the waiting list and may be deregistered.
- Please deregister if you have signed up for a course that you no longer wish to attend.
- All available places will be allocated during the first two weeks of lectures.
- If you have not received a confirmed place, please check TUMonline for groups with less students and ask in person for spaces that may have become vacant.

* How to obtain individual consultation *

If you have further questions, meet a lecturer of German during our consultation days

	Mon, April 8		Wed, Apr 10	Thu, Apr 11	Fri, April 12
Campus Munich Matriculation Hall, Main Building			10:00 –12:00	10:00 –12:00	
Campus Munich Richard-Wagner-Str.3, Room 100 Tel. +49 89 289 29328	10:00 –12:00		10:00 – 12:00	10:00 – 12:00	10:00 – 12:00
Campus Weihenstephan Weihenstephaner Berg 13 Tel.: +49 8161 71 5335			10:00 – 12:00		
	Mon, Apr 15	Tue, Apr 16	Wed, Apr 17	Thu, Apr 18	
Garching Hall of Informatics Building				13:00 –14:00	
Campus Munich Richard-Wagner-Str.3, Room 100 Tel. +49 89 289 29328	10:00 –12:00	10:00 –12:00	10:00 –12:00	10:00 –12:00	
Campus Weihenstephan - see above -		10:00 – 12:00			

www.tum.de/daf * www.sprachenzentrum.tum.de * <https://wiki.tum.de/display/docs/Course+registration>