

# GUIDEBOOK – Register Courses in StudIs

Here we go, this guidebook will tell you how to register your courses in StudIs!

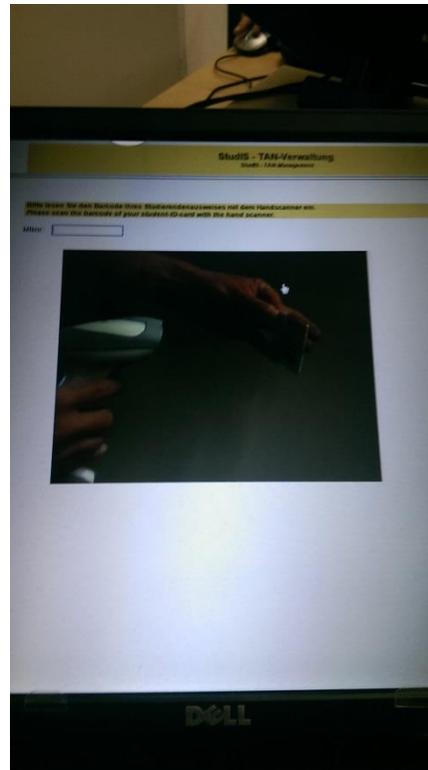
## What is StudIs?

StudIs is our system where you register your classes to receive credits and grades for them. This is really important, because **only the courses registered will appear on your Transcript of Records in the end!**

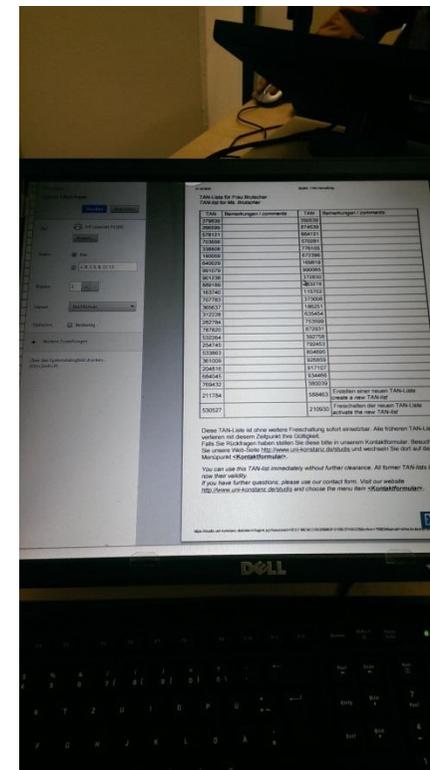
## What you have to do first: Generate a TAN List at the SSZ



1. Go to the SSZ at Level A4



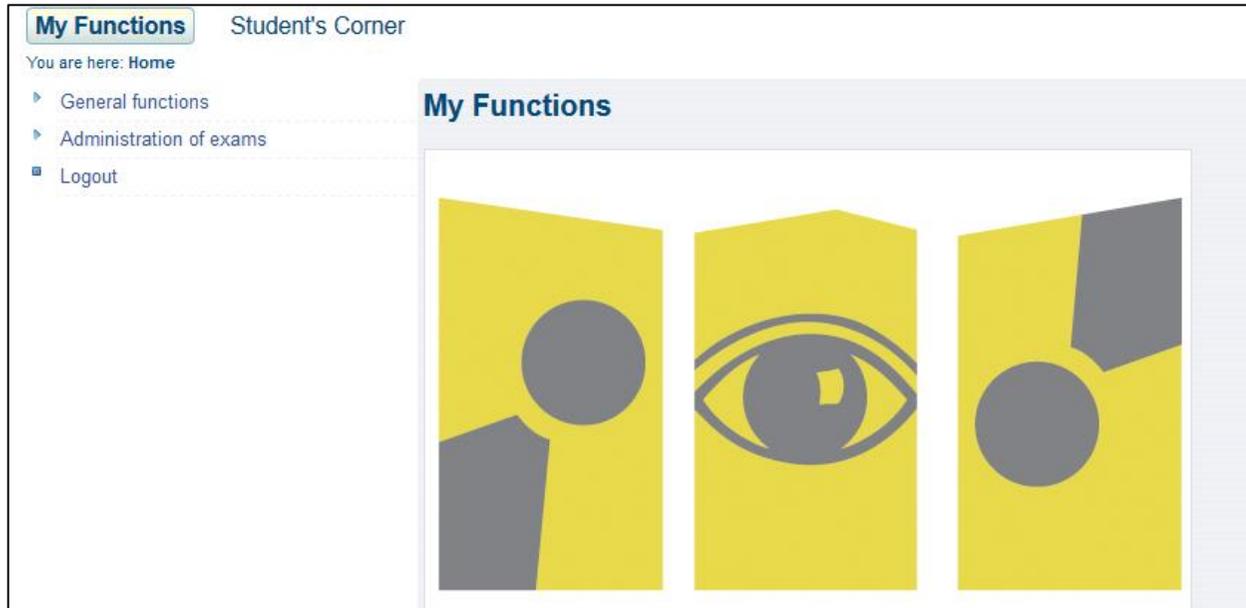
2. Use the left Computer, scan your Student ID card



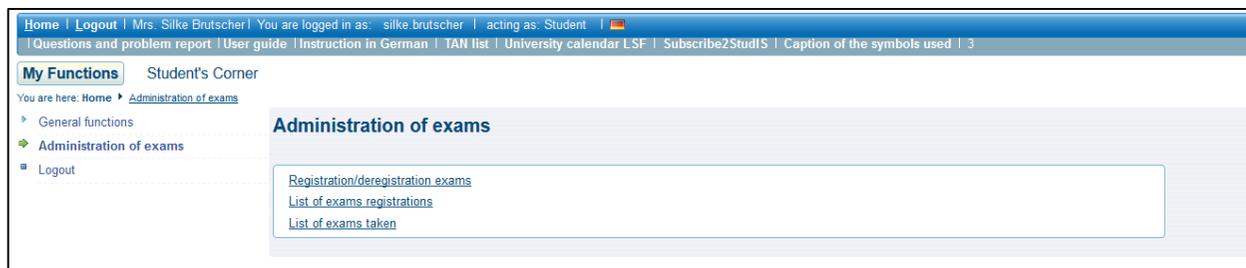
3. Use your password and print your TAN List

**Next please register your courses in Studis:**

1. Use your institutional login information (your @uni-konstanz.de e-mail address and the corresponding password).  
Please use the following link: <https://studis.uni-konstanz.de/qisserver/rds?state=user&type=0&noDBAction=y&init=y>
2. Click on *Administration of exams*



3. Click on *Registration/Deregistration of exams*



4. Accept the terms and click *next*

Important: Only once you accepted the conditions by clicking the box below, you can continue. To continue, click the "Next" Button.

Accept terms

I accept

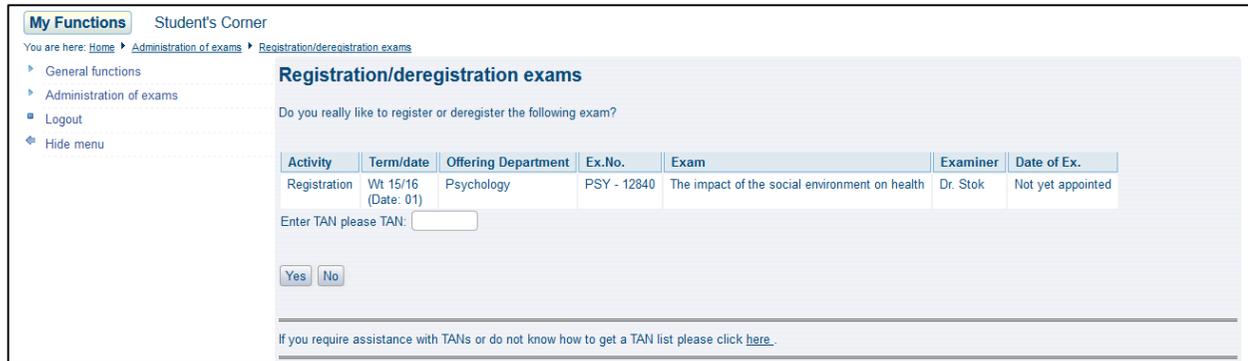
Next Logout

5. Use the folder structure to find the course you want to register and click *register exam*

Please choose the exam from the structure given below. Click on the identifiers.

- Master Psychology H 2013
  - Basismodule
    - 2000 Module 1: Cognitive and Affective Neuroscience
    - 2100 Module 2: Psychology of Action
    - 2200 Module 3: Health and Work 1
    - 2300 Module 4: Health and Work 2
      - 2310 Gesundheit und Arbeit 2
        - 13270 (PSY) Current developments in biological work and health psychology (seminar) [4 ECTS]
        - 12450 (PSY) Concepts of health and illness (seminar) [4 ECTS]
        - 13320 (PSY) Mobile Intervention (seminar) [4 ECTS]
        - 13220 (PSY) Psychology of Food and Eating (block seminar) [4 ECTS]
        - 12840 (PSY) The impact of the social environment on health (seminar) [4 ECTS]
          - Term: Wt 15/16 - Date: 01 | Registration: 19. Oct 2015 - 2. Nov 2015 | Deregistration until 2. Nov 2015 | Exam date: unknown | Examiner: Dr. Marijn Stok - [Register exam](#)
        - 13550 (PSY) Personnel Development: Training of Interpersonal Skills Part 1 (seminar) [4 ECTS]
  - 2400 Module 5: Advanced Research Techniques and Psychological Assessment
  - 2500 Module 6: Methods of Assessment in Clinical Psychology
  - 2600 Module 7: Psychotherapeutic Practices
  - 2700 Module 8: Practice of Intervention
  - 2800 Module 9: Neuropsychological Assessment and Rehabilitation

6. Enter a TAN from the list you got at the SSZ and register your class



**Registration/deregistration exams**

Do you really like to register or deregister the following exam?

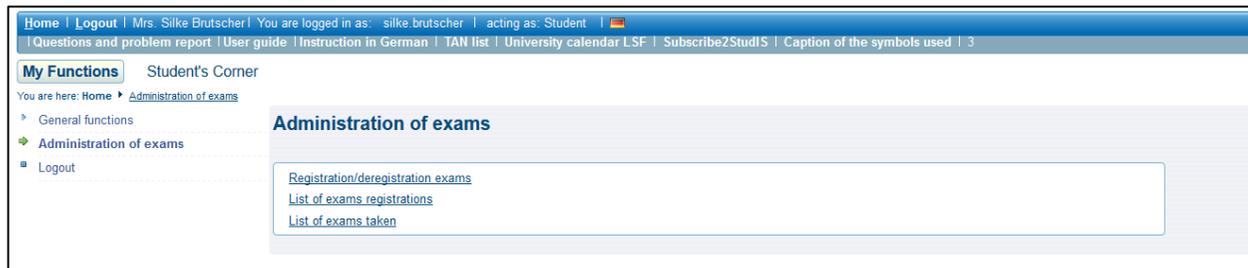
Activity	Term/date	Offering Department	Ex.No.	Exam	Examiner	Date of Ex.
Registration	Wt 15/16 (Date: 01)	Psychology	PSY - 12840	The impact of the social environment on health	Dr. Stok	Not yet appointed

Enter TAN please TAN:

If you require assistance with TANs or do not know how to get a TAN list please click [here](#).

7. Do this for all of your courses

8. Check whether all of your courses were registered successfully, click on *administration of courses*, *list of exam registration* and check whether all of your courses can be found there



**Administration of exams**

- [Registration/deregistration exams](#)
- [List of exams registrations](#)
- [List of exams taken](#)

**Important points to consider:**

**Please register all of your PSYCHOLOGY courses until the date which will be announced via mail!!**

**In case you have problems, please use our drop-in Erasmus hour and stop by at D525 on during office hours. We will try to assist you then.**

Please note that this is only the registration period for psychology courses! **In case you also have classes from other faculties or language courses, please check with the Erasmus Coordinator from the other faculty and the language course department** and ask when their registration period is. Make sure that you also register all your other courses in the corresponding registration period.

**In case of problems/questions, please contact us via mail: [erasmus.psychologie@uni-konstanz.de](mailto:erasmus.psychologie@uni-konstanz.de)**