How to browse and book modules

A Student's Guide

This document will provide you with information on:

A) where to find the important deadlines

B) how to find details on your modules of choice

C) how to use the module booking tool

D) how to book modules via the module booking tool

For questions about the content of specific courses, please contact the professor/lecturer indicated.
For questions regarding the choice of modules and the transfer of credit, please contact your departmental coordinator or your home university.

2017-08-08

A) Where to find the module booking and canceling deadlines

The deadlines vary depending on your faculty and your subject. Check in time, which deadlines apply to you. Keep in mind, that you won't be able to cancel your modules after the canceling deadline has passed and if you don't complete them, you automatically fail the course.

You'll find the deadlines for a given semester here:

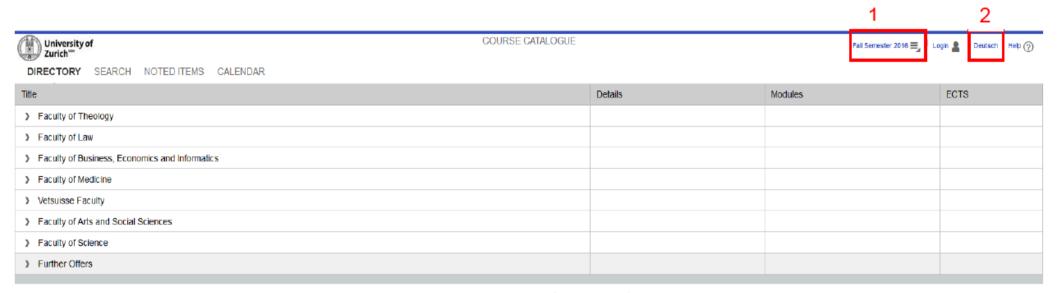https://www.students.uzh.ch/en/booking/fristen.html

Please note that you can't book modules until the booking period begins at the faculty or department in question.

Screen shots and certain text modules courtesy of the Dean's office of the Faculty of Business, Economics and Informatics

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B) How to find details on your modules of choice

Details on all modules offered by the University of Zurich are published online and can be accessed via the online "Vorlesungsverzeichnis" (= course catalogue) by using this link:
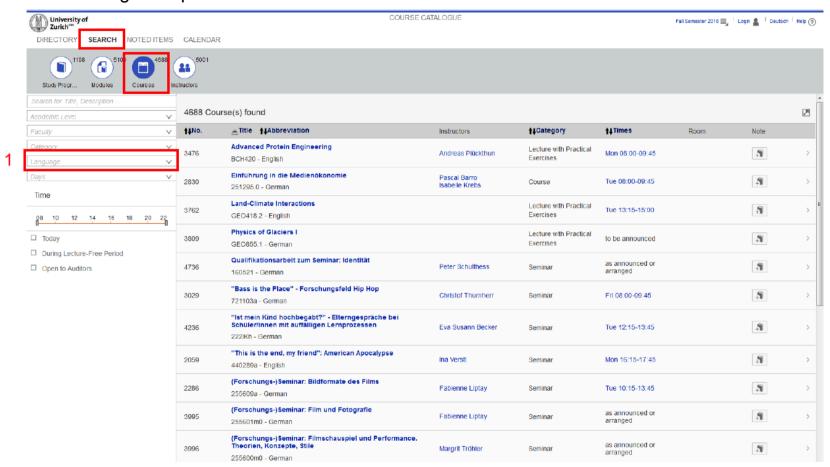
www.courses.uzh.ch/en

Title	Details	Modules	ECTS
❯ Faculty of Theology			
❯ Faculty of Law			
❯ Faculty of Business, Economics and Informatics			
❯ Faculty of Medicine			
❯ Vetsuisse Faculty			
❯ Faculty of Arts and Social Sciences			
❯ Faculty of Science			
❯ Further Offers			

1. Make sure you select the correct semester (e.g. HS2017 = fall semester 2017; In general: HSXX = fall semester 20XX and FSXX = spring semester 20XX).
2. Select your preferred language (either English or German).
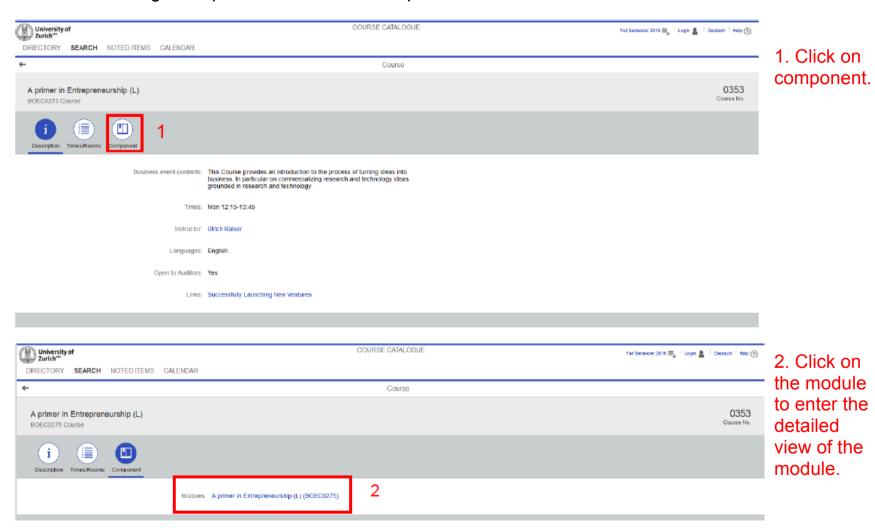
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The following example illustrates the search mode:

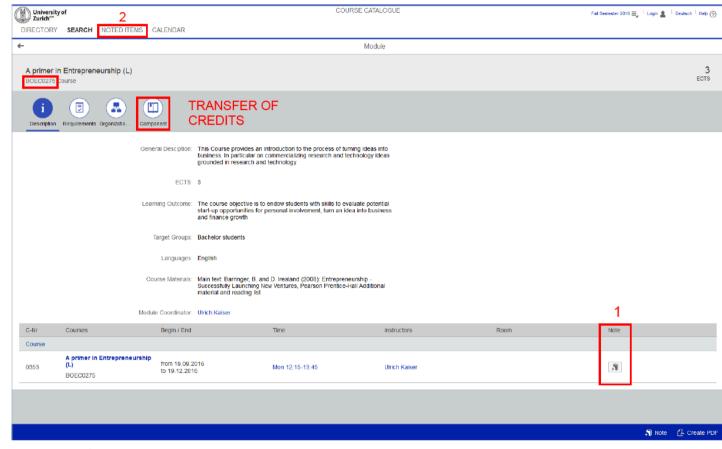1. Select English here, if you are looking for modules taught in English ONLY.

The following example illustrates the description view for a module

1. Click on component.

2. Click on the module to enter the detailed view of the module.

Screen shots and certain text modules courtesy of the Dean's office of the Faculty of Business, Economics and Informatics

The following example illustrates the detailed view for a module.

1. **Make a list of all modules you would like to book and proceed to the module booking tool.**
2. **A list of all noted modules can be viewed in noted items.**

Screen shots and certain text modules courtesy of the Dean's office of the Faculty of Business, Economics and Informatics

C) How to use the module booking tool

Before you log in the module booking tool and start booking modules, please:
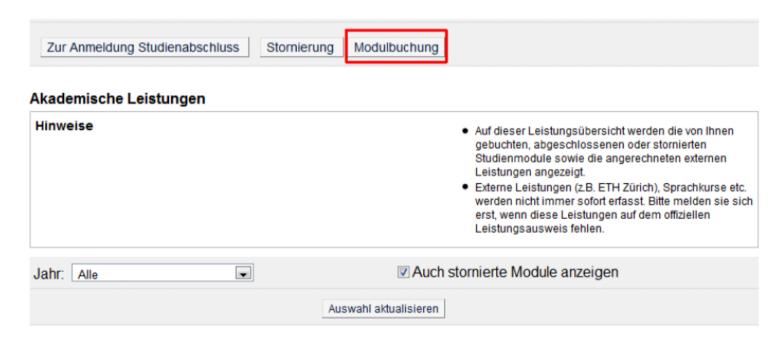
1. Read carefully the general information how to book modules, published at:
http://www.students.uzh.ch/booking_en.html .

2. Keep your **UniAccess** user name and password ready.

3. Collect details about your preferred modules and make a list of the modules you are interested in using the online course catalogue as described in example above.

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Login at the module booking tool

You can access the module booking tool of University of Zurich via the following link: http://www.students.uzh.ch/booking_en.html

In order to change the language version, use the button in the corner on the right side. Log in with your UniAccess user name and password. Click the button "Modulbuchung" (= module booking) to proceed.

| Zur Anmeldung Studienabschluss | Stornierung | Modulbuchung |

Akademische Leistungen

Hinweise

- Auf dieser Leistungsübersicht werden die von Ihnen gebuchten, abgeschlossenen oder stornierten Studienmodule sowie die angerechneten externen Leistungen angezeigt.
- Externe Leistungen (z.B. ETH Zürich), Sprachkurse etc. werden nicht immer sofort erfasst. Bitte melden sie sich erst, wenn diese Leistungen auf dem offiziellen Leistungsausweis fehlen.

Jahr: Alle   ☑ Auch stornierte Module anzeigen

Auswahl aktualisieren

Browsing modules in the module booking tool

In order to book modules via the module booking tool you have to select the suitable modules for your degree program (e.g. Bachelor, Master, etc.). You can choose between "Strukturierte Modulanzeige" (= structured browsing) or "Freie Modulsuche" (= free module browsing). Browse as shown in the example below.

Screen shots and certain text modules courtesy of the Dean's office of the Faculty of Business, Economics and Informatics

Possibility 1: "Strukturierte Modulanzeige" (= structured browsing)

Strukturierte Modulanzeige

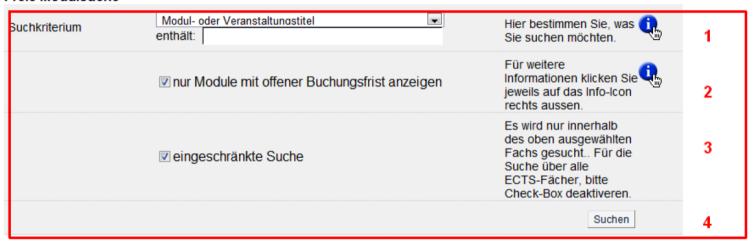|		
Studiengang	Master of Arts Wirtschaftsw. RO 2006 ▼	Sie browsen / suchen im angezeigten Studiengang. **1**
Browsen in	> Wirtschaftswissenschaften . Hauptfach ▼	Hier wählen Sie in welchem Fach Module gesucht werden **2**
		Anzeigen **3**

1. Select your degree program (e.g. Master of Arts, Bachelor of Arts).
2. Since all programs for exchange students are major programs, this field is compulsory for mobility participants.
3. Press "Anzeigen" (= show browsing results).

A list of all modules offered by your Faculty for the chosen degree program (e.g. Master of Arts Program) will be shown.

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Possibility 2: "Freie Modulsuche" (= free module browsing)

Freie Modulsuche

1. Select browse criteria (e. g. "Module- oder Veranstaltungstitel" = module title, "Modulkürzel" = module short number from the course catalogue, "Veranstaltungsnummer" = module number, "Dozent, Dozentin" = professor's/lecturer's name) and browse with the information you have got from the course catalogue.
2. Select this field in case you would like to browse only for modules that can still be booked (booking period still open).
3. Select this field in case you want to browse only for modules of the degree program you selected by structured browsing (e.g. Master of Arts).
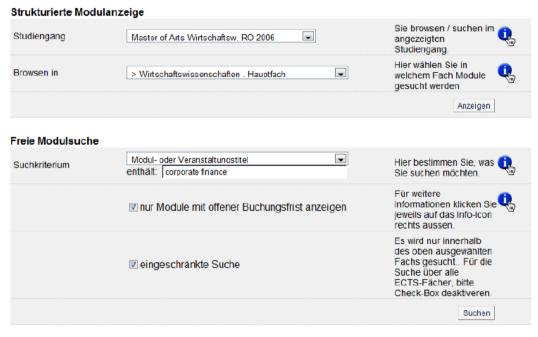4. Press "Suchen" (= search) to start browsing.
A list of the browsing result will appear and you can proceed with the booking of modules.

Screen shots and certain text modules courtesy of the Dean's office of the Faculty of Business, Economics and Informatics

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D) How to book modules via the module booking tool

The example below illustrates the browsing results for the search "corporate finance" (search criterion: module title) in the degree program "Master of Arts Wirtschaftsw. RO 2006":

1. Select the modules you would like to book (e.g. Advanced Corporate Finance I).

2. Press "Auswahl löschen" (= delete selection) if you want to cancel the selection of modules.

3. Press "zur Buchung" (= proceed to booking) in order to proceed with the definite booking.

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Definite booking of modules

Ausgewählte Module (noch nicht gebucht)

	Modul	Kategorie	VVZ-Nr.	Beschreibung	Stornierbar BIS	Credits
☑	MFOEC117	Modul		Advanced Corporate Finance I (Mandatory, ME/QF) (L)	14.10.2011	3.00
	MFOEC117	Vorlesung	0364	Advanced Corporate Finance I (Mandatory, ME/QF)(L)	14.10.2011	

1	**2**	**3**
Zurück	Probebuchung wiederholen	Auswahl buchen

1. Check carefully the modules you selected and in case you would like to revise your choice press "Zurück" (= back to previous page).
2. Press "Probebuchung wiederholen" (= repeat trial booking) in case you would like to repeat the module booking process .
3. Press "Auswahl buchen" (= book selected modules) in order to definitely book the selected modules.

The following example illustrates the result from the definite booking of the module "Advanced Corporate Finance I (L)" in the fall semester 2011:

1. Press "Details (Druckvorschau)" (= print preview) in order to get details to your booking and to print those. It is strongly recommended to print your booking details.
2. Press "Leistungsübersicht" (= overview of academic records) in case you would like to get a list of all your records about booked / cancelled as well as already passed / failed modules.
3. Press "Stornierung" (= cancellation) in case you would like to revise once again your booking.

Cancellation of modules

In order to cancel modules you have already booked, refer to point 3 on the previous page. Press "Stornierung" (=cancellation) in case you would like to revise once again your booking.

Gebuchte Module

	Modul	Beschreibung	Stornierbar ab	Stornierbar bis	Credits gebucht	Buchung Status	Buchung Datum	
☑	MFOEC117	Advanced Corporate Finance I (Mandatory, ME/QF) (L)	22.08.2011	14.10.2011	3.00	gebucht	31.08.2011	**1**

Zurück	Markierte stornieren
2	**3**

1. Mark the modules you want to cancel.
2. Press "Zurück" (= back to previous page) in order to return to the previous page.
3. Press "Markierte stornieren" (= cancel marked modules) to definitely cancel these modules.