Registration procedure for non-technical courses (NTC), winter semester 2019/20

What – registration and place allocation	When	Who is involved
Full course descriptions on Stud.IP	**by 24/09**	Lecturers
Providing notice of justified special requirements Students who require more than one place for the winter semester must notify the Coordinating Office of their justified special requirement.	**by 02/10 (12:00)**	Students
Stage I: Course selection and lottery Students are able to select and prioritise courses.	**28/09 (00:01) - 08/10 (11:59)**	Students
Course places drawn Max. 1 place allocated per student.	**08/10 (14:00)**	Stud.IP (automated)
Stage II: Places still available are filled, change of course During this period, students can add themselves to available places on waiting and participant lists and/or remove themselves from courses. There is still a maximum of 1 place per student.	**09/10 (16:00) - 13/10 (23:59)**	Students
First lecture day in winter semester 2019/20	**14/10**	
Participant lists become binding From the first lecture day, students can still add themselves to participant lists (place exchange), but they can no longer remove themselves. From this point onwards, only lecturers can remove students (where necessary with support from the Coordinating Office).	**14/10**	Lecturers, students
Stage III: Place exchange Information about remaining available course places will be shared with students via the place exchange. From this point, students can sign up for a second course place; they can add themselves to the participant lists where there are places available. From 01/11 onwards, only lecturers (or the Coordinating Office) can assign any available places.	**14/10 (00:01) - 31/10 (23:59)**	NTC Coordinating Office, Students
Downgraded registration priority Lecturers will name students who cancel their registration from this point on or are absent from the first course date without reason in an email sent to koordinationsstelle-nta@tuhh.de.	**from 14/10**	Lecturers, NTC Coordinating Office
Licensed teaching material available to download from Stud.IP If lecturers wish to make the downloads available earlier, please contact the Coordinating Office. From 01/11 onwards, only lecturers (or the Coordinating Office) can assign any available places.	**from 01/11**	Lecturers