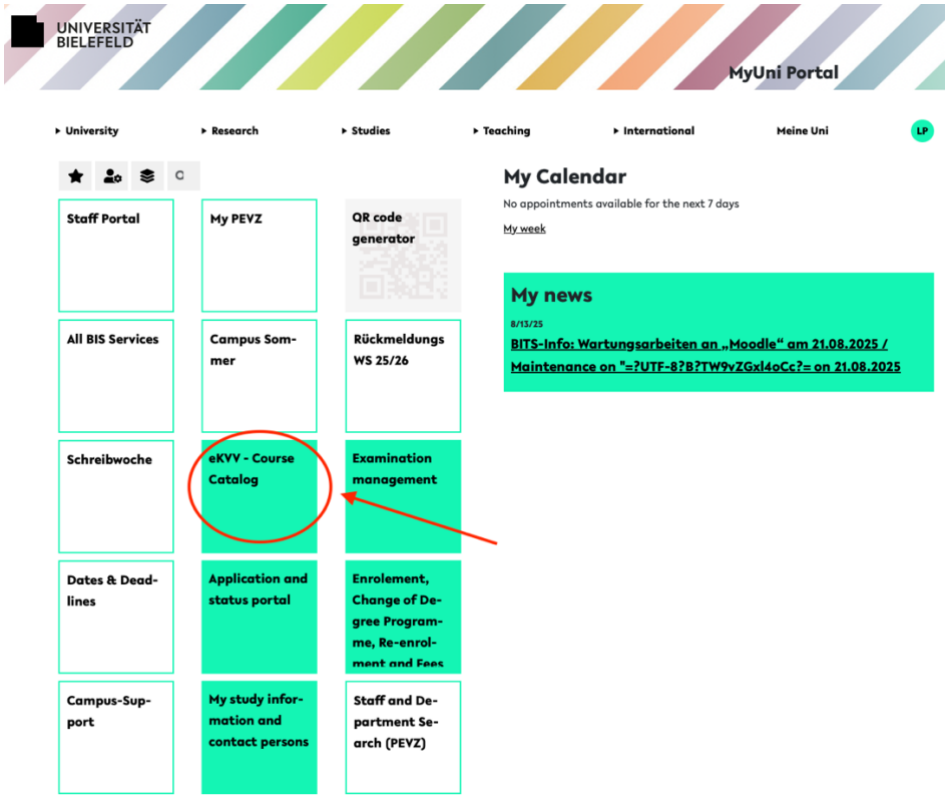
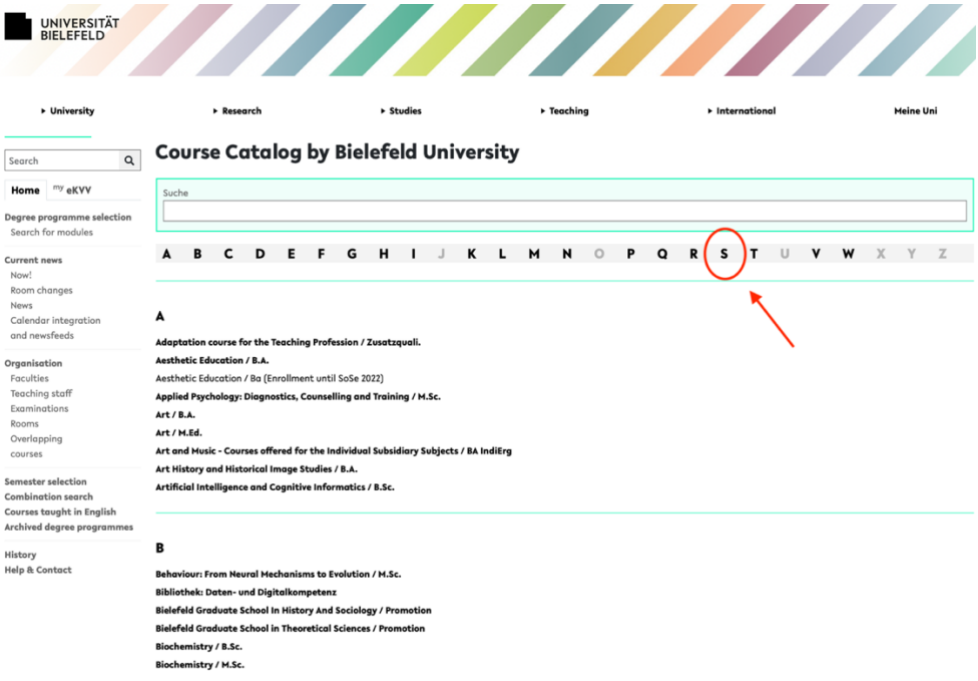
UNIVERSITÄT BIELEFELD
Fakultät für Soziologie

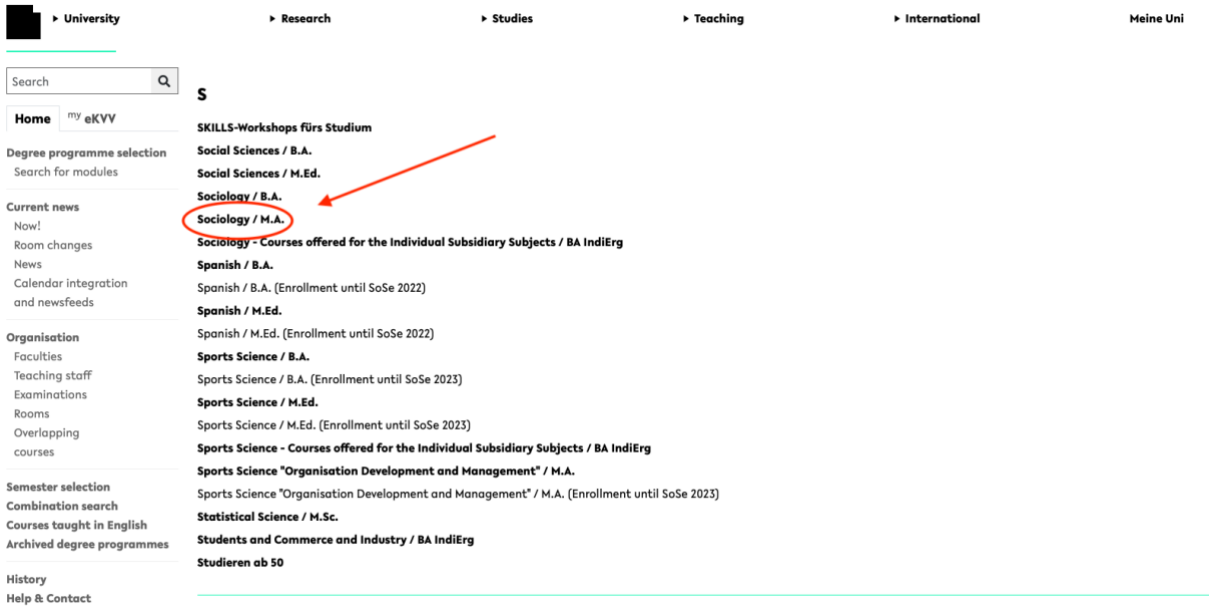
PDF: Generating a schedule

1. Enter the **Course Catalog** via your MyUni-Account or by creating a guest account.

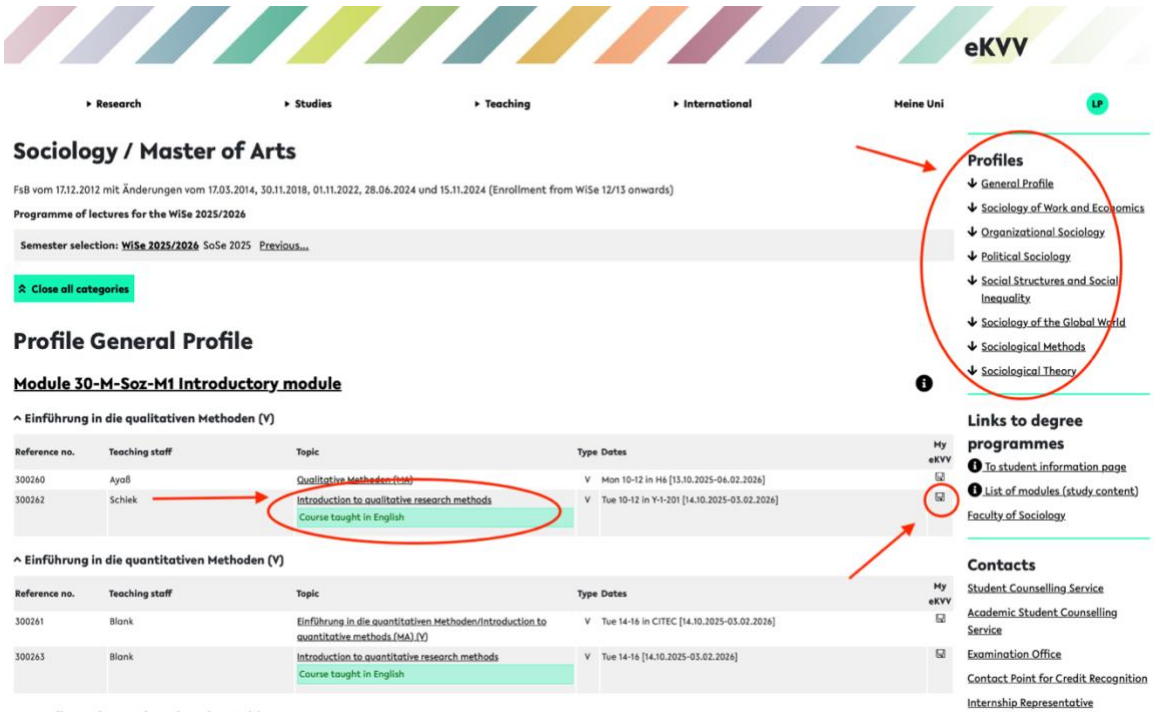


2. Select the **letter S** to access the classes of the **MA Sociology**.

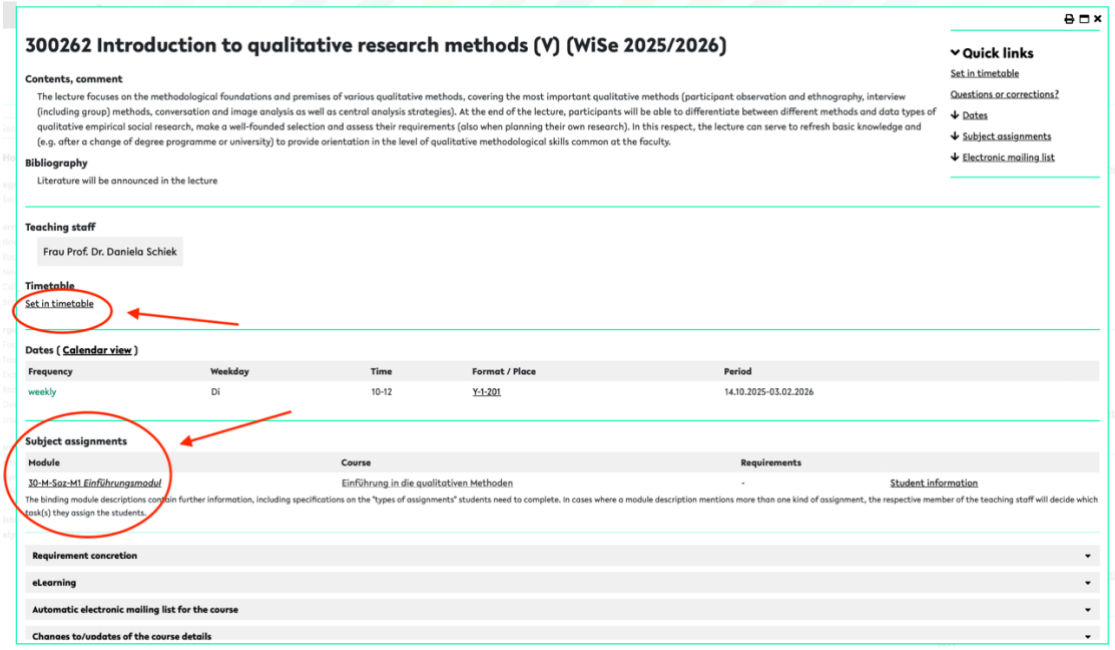




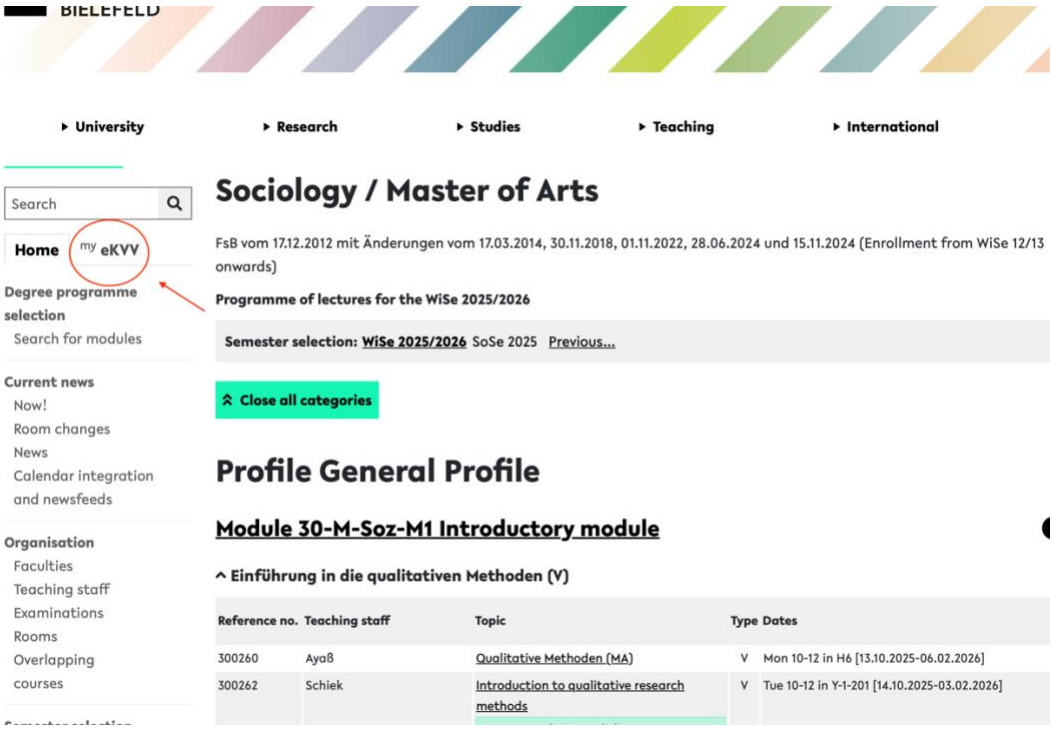
3. Now you should see an **overview** of the classes listed for the current semester. Classes in **English** are marked green. On the right it is possible to access classes designated to a **specific module**.
   In case you want to read more information about the class, click the **headline**, to include a class directly into your schedule, use the **little storage item** listed below “My ekVV”.



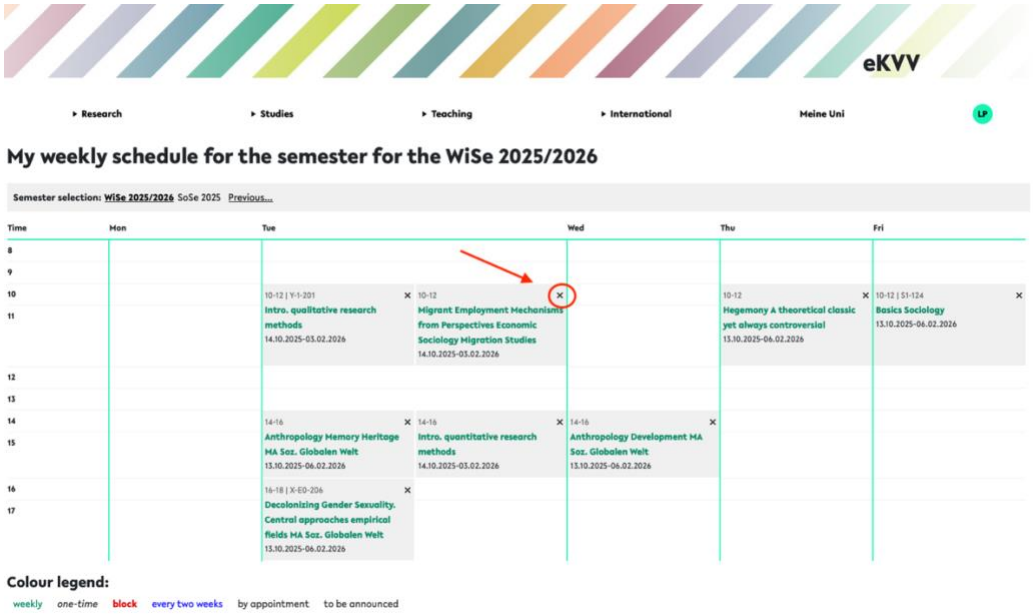
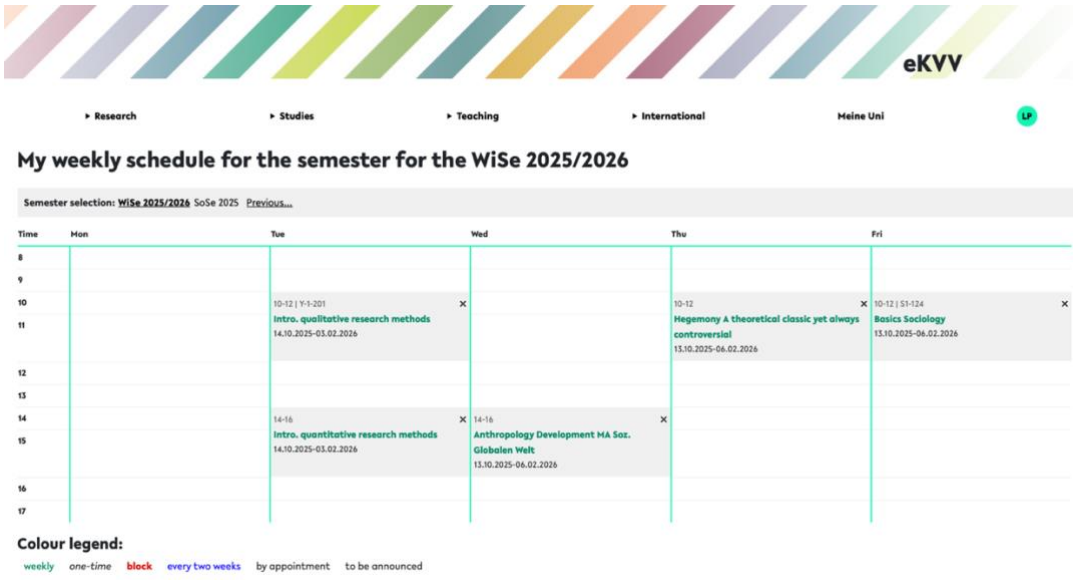
4. The pop-up window that opens when you enter the headline, contains a commentary about the class, as well as details about the lecturer and a **list of modules** this class can be assigned to. Again, here you are able to select this content for your personal schedule by clicking "**Set in timetable**".



5. You are able to see the **classes added** to your schedule by clicking "**my eKVV**":



6. In preparation for your new semester, it is normal to select a quantity of classes and decide later on to drop a few. To **delete** a class, click the little **X** and confirm by selecting **Remove|cancel class**.



7. By the third week of the semester, you should only keep classes you are participating in. It is possible to drop out even by the end of the semester, while joining a new one after the first two weeks of the semester is only possible in exceptional cases.