Guide for sb@home

Department of Biology Würzburg
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Just click as indicated!
Login: Type s-Number (e.g.: s123456) and password
Congratulations - you are logged in.
Applying for courses

The following chapter shows you how to apply for your courses, this is done by an example. Please note: your study program might differ. If you have doubts about the courses you can apply for, feel free to ask (See Important Contacts).

Take note of the Deadline!
Applying for courses

Click on „Courses“.
Click on „Course Overview“. 
Applying for courses

Choose your department. Click on „Fakultät für Biologie“. By clicking on the links the subitems will appear.
Choose your program of study. **Example shown: Module Group 2/ Microbiology/ Molecular Biology.**
Choose your module group. **Example shown:** Module Group 2/ Microbiology/ Molecular Biology.
Choose specialization. **Example shown: Module Group 2/ Microbiology/ Molecular Biology.**
Choose lecture/course. **Example shown: Module Group 2/ Microbiology/ Molecular Biology.** Vorlesung = lecture. Praktikum = practical course. Seminar = seminar.
Apply for lecture/course by clicking (both links work).

Wöchentl = weekly, Einzel = at this special date (often: date of exam)
Click on „apply“.
Confirmation of your application. To choose more courses click on „back to selection“. To check if you are accepted for the course go to the Main menu.
You are in the Main menu. Click on „My Lectures“.
Applying for courses

Overview of chosen lectures and courses. Current status of your application. Example shown: Module Group 2/ Microbiology/ Molecular Biology.
Cancelling Application for courses
You are in the Main menu. Click on „My Lectures“.
Overview of choosen lectures and courses. Select the application you wish to cancel.

Example shown: Module Group 2/ Microbiology/ Molecular Biology.
Mark the required field. Click on „cancel application“.
Example shown: Module Group 2/ Microbiology/ Molecular Biology.
Confirmation of your cancellation. You may check this again in „my lectures“ as shown before. Example shown: Module Group 2/ Microbiology/ Molecular Biology.
Checking your schedule

A very confusing function. We recommend you to do it the old fashioned way on paper.
You are in the Main menu. Click on „My Schedule“.
This is your schedule. It is very important to **select the week you are interested in** – otherwise this function shows you all courses of the whole semester.
Registration for exams

Registration for exams is **obligatory**. Without registration you are not allowed to take the exam.

Please take note of the **Deadline**!
You are in the Main menu. Click on „Administration of exams“.
Click on „Apply for exams“.
As you can see this is important but *German* information... The important part is: your registration is binding. If you do not take the exam, failed will appear in your *Transcript* of records.
Apply for exams

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

- Master (1 HF) Biowissenschaften 2016

Gesamtübersicht anmeldbare Prüfungen (modularisierte Studiengänge)

Click as indicated to open menu.
Choose first your module group and then your topic. Open subitems by clicking.
Click on „registration of exams“. (Due to the date this presentation was made, it was not possible to show you the following page. Just follow the given instructions!) Good luck! :D This slide will be updated.
Overview of registered exams

Sb@home does not always work properly. To check if your Registration was successful follow these steps.
You are in the Main menu. Click on „Administration of exams“.
Click on „Info on Exams (Internships)“
Click on the „Info-Box“.
Due to the date this presentation was made, it was not possible to register for exams. Therefore no exams appear.
Grade Point Average
You are in the Main menu. Click on „Administration of exams“. 
Click on „Exams Extract“.
Click on one of the „Info“- Boxes. Check both files. Sometimes they are updated in different timepoints.
Receiving Study Reports

Frequently needed for discounts, applications and administration.
Click as indicated.
Receiving Study Reports

You can print your current master data sheet here: Master data sheet

<table>
<thead>
<tr>
<th>Term</th>
<th>Certificate of Study</th>
<th>Certificate for § 9 BAföG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Term 2017</td>
<td>Certificate of Study</td>
<td>Certificate for § 9 BAföG</td>
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<td>Winter Term 2016/17</td>
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<td>Summer Term 2016</td>
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<td>Certificate for § 9 BAföG</td>
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<td>Winter Term 2015/16</td>
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<td>Summer Term 2015</td>
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<td>Winter Term 2014/15</td>
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<td>Summer Term 2014</td>
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<tr>
<td>Winter Term 2013/14</td>
<td>Certificate of Study</td>
<td>Certificate for § 9 BAföG</td>
</tr>
</tbody>
</table>

Click on semester and save .pdf file.
Payment of study contributions and Renewal

In sb@home you have the option to set up an automatic bank transfer for your university fees. sb@home requires you to enter the account information of a German bank. Please note: You have to do the registration **manually** each semester before the deadline. If so, your university fees will be automatically transferred.

This option is strongly recommended for all students planning to stay at the University of Würzburg for more than one semester. In the case that you choose the automatic transfer option, payment of fees and registration for the next semester will be explained on the following pages.

Do not forget to take note of the **deadlines**!
You are in the Main menu. Click on „General Administration“. 
Click on „SEPA-Lastschriftmandat prüfen“.
In the upper part you can see the number of your bank account. To change your account click on the indicated link.
Click on „Payment and Renewal“. Follow the instructions on the following page.
Click on „View charges account“ to check which amount will be transferred.
Further options of „General Administration“
To confirm the receipt of your student ID-card click on „Chipkarte Empfangsbestätigung“. Type in the serial number on the following page.
To show your students ID-cards serial number click on „Chipkartennummer anzeigen“. 
The serial number of your students ID-card.

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Changing your password
You are in the Main menu. Click on „General Administration“.
Click on „Edit password“.
If you want to change your password follow the link indicated.
Login: Type s-Number (s123456) and password
Click on „Passwort ändern“.
Type your new password. Click on "Ende".
Your contact information
You are in the Main menu. Click on „General Administration“.
Click on „contact information“.
Frequently asked questions

- Where do I find my contact information?
- Is there a list with my registered exams?
- Where can I find the serial number of my students ID-card?
- Which bank account is registered in sb@home?
- How high are university fees?
- Where can I confirm the receipt of my students card to activate it?

If you have any further question let us know:

international-bio@uni-wuerzburg.de
Important contacts

- PD Dr. Robert Hock (Study Coordinator Bachelor/Masters)
  rhock@biozentrum.uni-wuerzburg.de

- Dr. Ulrike Rapp-Galmiche (Coordinator of Tutorial- and Mentoring Programmes)
  ulrike.rapp-galmiche@uni-wuerzburg.de

- PD Dr. Alois Palmetshofer (Career Coordinator)
  a.palmetshofer@uni-wuerzburg.de