As of the winter semester 2019/20, the Language Centre has a new software to ease the registration process and data administration. We hope to be able to improve our services for you.

With the new system, you will only need to register once. After that, you will always have access to the data regarding your registrations for our courses, the placement tests and the meetings for course times yet to be determined. In addition, you will be able to view your exam or placement test results and print certificates of attendance.

Please note that the following browsers are the most suitable ones for the new system: **Chrome, MS Edge, Safari, Firefox**. Using Microsoft Explorer may cause some faulty results. Therefore its use is **not** recommended.

Below you will find some information about the registration process for the new system and our courses, placement tests, etc. If you have any problems, please contact us by email: [sprachenzentrum@uni-weimar.de](mailto:sprachenzentrum@uni-weimar.de)

We hope that your registration will be successful and wish you success and fun in our courses.

1. **Registration and Login**
   You can log on to the new system at [https://studip.uni-weimar.de/](https://studip.uni-weimar.de/)

   If you have not yet registered for the new system, click on **Register to become a new student**. Enter the required data (obligatory data are marked by an asterisk*). Please make sure that you enter all your data correctly because these will appear later on the attendance certificates generated by the system. Pay particular attention to spelling your name correctly and entering the elements of your name (first name/last name) in the correct order. Please use capital letters only for the first letter of your name. Put in your correct date of birth and your matriculation number if you already have one. Check the data again before you click on **Register**. After that, you will receive an email which you need to confirm. Once you have done that, you will be able to log in with your username and password.

2. **Language**
   On the login page as well as under **Profile – Settings** you can determine the language you would like all information to be displayed in (German or English).

3. **Entering levels/courses you have already completed**
   If you have already successfully completed language courses offered by the Language Centre, please enter these into the system. You can do so by clicking on your **Profile** and choosing (1) **Personal details** and (2) **study details**.

   After that, you can enter the language course under (3) and the level. Click on **Accept**. This is also where results of online placement tests can be entered.
4. Placement test results
If you have not yet attended any language courses offered by the Language Centre but have some knowledge of the language(s) you would like to learn or improve, it is necessary to do a placement test. We offer placement tests for German, English, French, Italian and Spanish. Please make sure to register for the placement tests before it takes place. Your result will be published in the system under your profile.

5. Course registration
On the home page you will find registration links under Quick Access for

1) placement tests,
2) language courses,
3) meetings for course times to be determined,
4) intensive courses.

Alternatively, you can choose a course by clicking on Add a course.

Choose a course and click on Go to course to sign up for the course.

6. Cancelling or changing a registration
Sometimes there may be changes in your timetable after you have registered for a language course. Therefore you might want to cancel or change your registration. Please do so by going to Profile → My courses. Click on the course you would like to leave and go to Sign out of the course.

We urgently request you to cancel all courses you cannot or do not wish to attend before registration ends. After that we will have to process your registration. If you do not cancel a registration on time, you are also blocking places for those on the waiting list. So please do not forget to cancel a registration if it should become necessary or if you have changed your mind.