Guidelines for the online application for courses and modules via LSF (valid for all BA, MA, LA and PhD programmes)

Log in to LSF:
Go on our homepage (https://www.dshs-koeln.de/lsf) and click on „Für Studierende mySpoho“.

Now you have to log in. The username is your DSHS-ID. Please log in with your password for that DSHS-ID.

You can reset your password here: https://neu.dshs-koeln.de/
After that this page opens. Now click on „LSF“ and you get directed to the LSF-website.

Important!
Check your study status at the item My Functions -> "My Lectures".

Be sure to check the data for your Bachelor’s Degree and the number of semesters. If there is incorrect data please get in touch with the study secretariat. If the data is changed please repeat this procedure.
Check as well if your results are correct.

Some courses require other accomplished courses. Please check if the course is at status “participated” in LSF.

If the module is not on status "participated" even though you have accomplished it please report it to your lecturer.

For the application for your courses go to: “My functions”

Then: “Administration of exams”.

After that choose: „My Modules“

Now you can see all your modules

If you click on the folder-icon the subfolders of your courses will open.
Example 1:

To apply for a course click at "apply / cancel application" on the right side.

You can apply to three different courses at once. You can prioritise your courses from 1-3.
Activate the "apply"-panel besides your course.

Choose the priority you wish.

You can apply for three courses max. Be sure to prioritise every course with a different priority.

You can finish the application with the "apply"-button at the bottom.

Now you'll get a confirmation.

At "Info" you get information about the occupancy of the different courses.

With "back to selection" you get back to all modules.

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At "Info" you get a statistic about the current occupancy of the courses separated in the different priorities.

All of the applied modules are marked with a yellow hook.

At "My functions" -> "My lectures" all of your applied courses are listed.
Cancel application:

You can just cancel your application in the application period.

To cancel click on „My modules“ and then „apply/cancel application“

To cancel your application click the panel "cancel application" and confirm with "cancel application" at the bottom.

You also get a confirmation for that.

Bestätigung

1 Abmeldung

Zurück zur Auswahl
You can just apply for the entire module in BAS6, background knowledge, profil addition and in the Bachelor’s degree Sports and performance: Selected sport discipline 1/2. The application for different courses is impossible.

Apply for the module by selecting "My Functions" -> "Administration of exams".

After that select: "Lectures occupy/sign of".

Click here on the file-icon to open.

Click on the file-icon for the module you want to apply for.
To apply for the modules you have to prioritise them. If you don’t want to apply for a module select „Keine Belegung“. If you don’t have the requirements for a module you can’t apply for it. You confirm your application with the „apply“-button.

Now you can see the modules you have applied for. You can apply for other modules or cancel your application.

To cancel your application click on this icon.
You can see which modules you have applied for.

In this phase you can just cancel your application for all courses.
For that click at "apply/cancel application".

You can view the status of your application at:
"My functions" -> "My lectures"

!!Please be aware of following advice!!
In the application phase the status of your applications is: "applied".
After every application phase there is a contract awarding procedure.
You can view the contract awarding regulations here:
https://www.dhs-koeln.de/studium/studienorganisation/vorlesungsverzeichnis-der-sporthochschule-koeln/bachelor/

2. Applications phase
At the beginn of the second application phase you can see all of your admitted courses at "My lectures" or directly in your schedule. The Status is "ZU=Zugelassen (-> admitted (engl.))". All of the courses you are not admitted to will not be listed at "My lectures".
Be aware of overlapping courses.

If that’s the case you have to withdraw your application and apply for another appointment.

This is no overlapping. The course is the same time in two different halls.

In the second application phase you can withdraw your application from admitted courses and apply for new ones. You can just withdraw your application at „My lectures“. Be aware that you cancel all courses (SGP10, SMK10, SUL9, SBV9, PE1 und PE2) which are connected to a different module (z.B. SGP10.2, SMK10.1).

In the phase of cancellation you can just withdraw your application. You can´t apply for courses here!!!

Withdraw application „My lectures“
Click here: “My functions” -> “My lectures”

After that select „now cancel application” for the courses you want to cancel.

Select the panel of the course you want to withdraw your application.

after that click: „cancel application”

You’ll get a confirmation.

!!Please be aware of following advice!!

During the application phase, your applications have the status “applied”. After each application phase, an allocation procedure takes place. If you have registered for several courses from one area with the priorities 1-3, these priorities will be taken into account in the respective allocation. You will only be admitted to one event. At the beginning of the next phase you can find under "my lectures" to which events you have been admitted to. The status has been set on "approved". Events for which you were not admitted will no longer be listed under "My lectures".
Applications with „weißem Scheck oder für den freien Wahlbereich“

If you want to apply for courses outside of your studies, this application is a "second application". Those applications are just considered after the last application phase. Till then the status is "applied". This is only possible for Physical Education students. Bachelor students can’t apply for additional courses via LSF.

If there are some questions left please ask the course guidance!!

Overlapping appointments

If there are courses with overlapping appointments you can just withdraw your application without consequences.

The consequences of other cancellations are:
- for this applications period
- for all courses from this field
you are not considered with your semester priority if you apply again.