

**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
 [\(https://www.dshs-koeln.de/lsf\)](https://www.dshs-koeln.de/lsf)
and click on
„Für Studierende my Spoho“.

**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/>

Vorlesungsverzeichnis/LSF

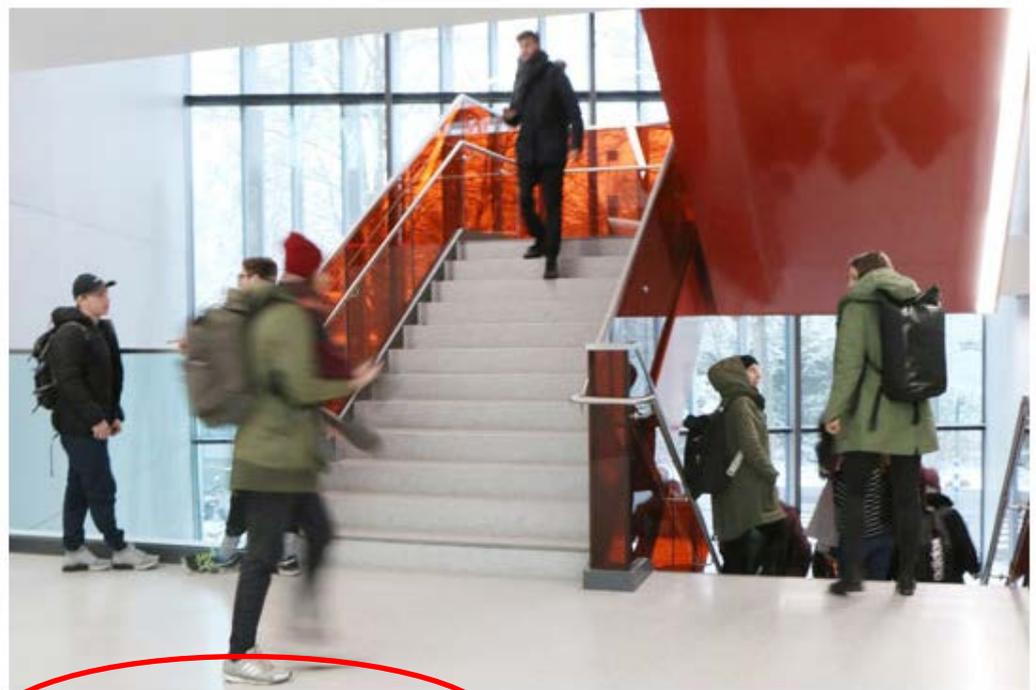
Bachelor Master Lehramt Promotion LSF-Phasen/-Hotline

Das Vorlesungsverzeichnis der Deutschen Sporthochschule Köln wird in dem Campusmanagementsystem LSF abgebildet. Alle Lehrveranstaltungen, Fach- und Orientierungstutorien sowie Veranstaltungen im Promotionsstudium werden dort aufgelistet.

In LSF werden neben den Lehrveranstaltungen auch die damit verbundenen Ressourcen (Einrichtungen, Personen, Räume) erfasst und dargestellt.

Grundfunktionen ohne individuelle Zugangsdaten:

- > Veranstaltungen (Lehrveranstaltungen aller Studiengänge)
- > Einrichtungen
- > Räume und Gebäude (z.B. Raumbelegung von Hörsälen, Seminarräumen und Hallen)
- > Personen (z.B. Kontaktdaten von Dozierenden)



[Zugangsdaten vergessen?](#)

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



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 ->
"course of studies" ->
"Achievements"

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.

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



<p>Check aswell if your results are correct.</p> <p>Some courses require other accomplished courses. Please check if the course is at status "participated" in LSF.</p> <p>If the module is not on status "participated" even though you have accomplished it please report it to your lecturer.</p>	
<p>For the application for your courses go to: „My Functions“</p> <p>Then: „LSF-application for...“</p>	
<p>After that choose: „courses“</p>	
<p>Now you can see all your modules</p>	

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



<p>If you click on the folder icon the subfolders of your courses will open.</p>	
<p>Example 1: To apply for a course click at "apply / cancel application" on the right side</p>	
<p>You can apply to all offered courses and prioritise them as you like.</p>	

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



Activate the "apply"- panel besides your course.

Choose the priority you wish.

You can apply for as many courses as offered . Be sure to prioritise every course with a different priority.

You can finish the application with the „apply“ - button **at the bottom**.

The screenshot shows the LSF application interface. On the left, there is a 'My Functions' menu with options like 'LSF-application for...', 'course of studies', 'Administration of exams', 'Schedules', 'Edit Password', 'Logout', and 'Hide menu'. The main content area displays 'Student's Corner' and 'Courses'. Under 'Courses', it shows 'Studiengang BA SGP 20192 (SGP) Fachsemester: 6 Abschluss:'. Below this, it says 'Please check your selection:' and 'application period: Belegungen 1. LSF-Phase WiSe 2022/23 - 05'. There are two sections for 'voucher-requiring lectures: SGP8 - Experiential methods'. The first section is for 'priority for 1. Gruppe: 1 (high)' and has an 'apply' button circled in red. It lists three lecture options: 'Info Freitag, 08:00 - 09:30 wöchentlich SR 60 / von Au', 'Freitag, 08:00 - 09:30 14-täglich Ha 01 / von Au', and 'Freitag, 15:00 - 20:00 Einzeltermin Ha 05 / von Au'. The second section is for 'priority for 2. Gruppe: 2 (middle)' and has an 'apply' button circled in red. It lists three lecture options: 'Info Freitag, 08:00 - 09:30 14-täglich SR 60 / von Au', 'Freitag, 08:00 - 09:30 14-täglich Ha 01 / von Au', and 'Freitag, 15:00 - 20:00 Einzeltermin Ha 05 / von Au'. At the bottom of the application area, there is an 'apply' button circled in red.

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.

The screenshot shows the LSF confirmation page. It has a blue header 'Confirmation'. Below it, it says 'You have successfully applied to the following lectures: SGP8 - Experiential methods BA-SGP8'. There is a sub-section 'Priorität für 1. Gruppe: 1' with an 'Info' link. It lists three lecture options: 'Freitag, 08:00 - 09:30 wöchentlich SR 60 / von Au', 'Freitag, 08:00 - 09:30 14-täglich Ha 01 / von Au', and 'Freitag, 15:00 - 20:00 Einzeltermin Ha 05 / von Au'. Below this, it says '1 application' and has a 'back to selection' button circled in red.



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

Informationen zur Belegung

SGP8 - Experiential methods Übung

1. Gruppe Freitag 08:00 - 09:30 von Au
Anzahl Plätze: 30
Freitag 08:00 - 09:30 von Au
Anzahl Plätze: 30
Freitag 15:00 - 20:00 von Au
Anzahl Plätze: 30

Bisher zugelassen: 0
Offene Bewerbungen: 16

davon:	Priorität 1	Priorität 2 oder 3	Summe
8.Semester und hoeher	0	0	0
7.Semester	3	2	5
6.Semester	3	3	6
5.Semester	1	4	5
4.Semester	0	0	0
3.Semester	0	0	0
2.Semester	0	0	0
1.Semester	0	0	0
Freier Wahlbereich	0	0	0
Zweitbewerber	0	0	0
Summe	7	9	16

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

3.7 oder 3 aus 3: SGP8 - Stärkung psycho-sozialer Gesundheitsressourcen ⓘ

- ✓ BA50800002 Übung [SGP8 - Experiential methods](#)
- ✓ BA50800001 Vorlesung [SGP8 - Introduction of principles and methods for promotion of psycho-social health resources](#)
- BA50800003 Übung [SGP8 - Body- and movement-orientated methods for promotion of psycho-social health resources](#)

At „course of studies “ -> „Achievements“ all of your applied courses are listed.

Lecture: BA50800002 SGP8 - Experiential methods
Semester:WiSe 2022/23
Group: 1. Gruppe
applied : 05.09.2022 11:14:57 group priority: 1 Module: SGP8 - Stärkung psycho-sozialer Gesundheitsressourcen [application info](#)

Lecture: 440000051 Fachtutorium Leichtathletik
Semester:SoSe 2022
Group: 6. Gruppe
accepted : 11.04.2022 16:16:16 group priority: 1 Module: Fachtutorien [application info](#)

Lecture: BA10400002 BAS4 - Movement and creation II
Semester:SoSe 2022
Group: 2. Gruppe
participated : 28.02.2022 15:37:25 group priority: 1 Module: BAS4 - Bewegung und Gestaltung [application info](#)

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



Cancel application:

You can just cancel your application in the application period.

To cancel click on „**LSF-application for...**“ -> **„courses“** and then **„apply/cancel application“**

The screenshot shows the LSF application interface. At the top, there are navigation tabs: My Functions, Student's Corner, Courses, Orgunits, Facilities, and Members. Below this, there are links for 'LSF-application for...' and 'courses'. The main content area displays a list of courses under the heading 'Curricula: BA SGP 20192 SGP'. The list includes various modules like 'PROFILERGÄNZUNG', 'BASISSTUDIUM', and 'BERUFSORIENTIERTES STUDIUM'. A red circle highlights the 'apply / cancel application' button next to the 'BASISSTUDIUM' entry.

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

The screenshot shows a confirmation dialog box for the application. It contains the following information: 'Studiengang: BA SGP 20192 (SGP) Fachsemester: 6 Abschluss: B2 Prüfungsversion: 20192'. Below this, it says 'Please check your selection:' and 'application period: Belegungen 1. LSF-Phase WiSe 2022/23 - 05.09.2022 - 08.09.2022'. There are two sections: 'voucher-requiring lectures:' and 'You are currently enrolled in:'. Each section lists courses with checkboxes for 'apply' and 'cancel application'. A red circle highlights the 'cancel application' checkbox for the 'SGP8 - Experiential methods' course in the 'You are currently enrolled in:' section. At the bottom, there is an 'apply / cancel application' button.

You also get a confirmation for that.

Confirmation

1 cancelled application

[back to selection](#)

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

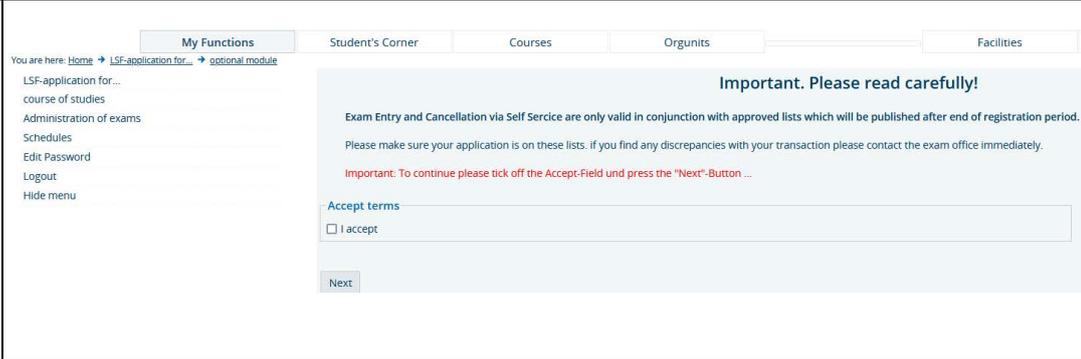


Application for an entire module

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 "LSF application for..." -> "optional module"

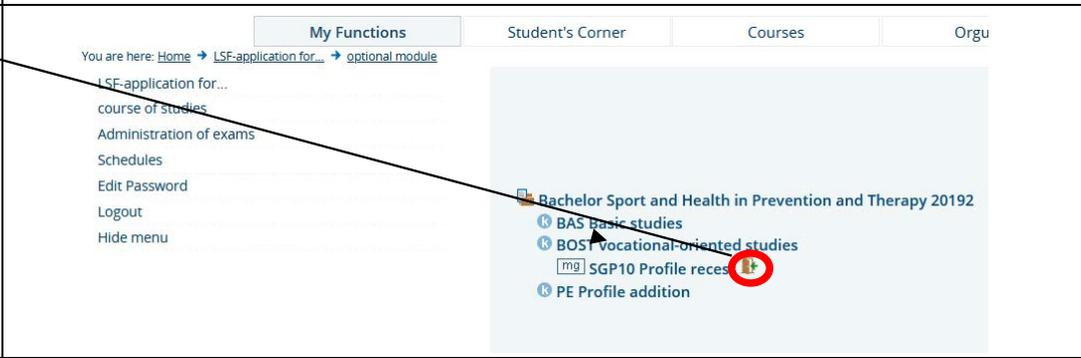
You need to accept the terms.



Click here on the file-icon to open.



Click on the file-icon for the module you want to apply for.



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



<p>To apply for the modules you have to prioritise them.</p> <p>If you don't want to apply for a module select „Keine Belegung“.</p> <p>If you don't have the requirements for a module you can't apply for it.</p> <p>You confirm your application with the „apply“-button.</p>	<p style="text-align: right;">Modulplätze beantragen oder abmelden</p> <p> </p> <p style="text-align: right;"><input type="button" value="bewerben"/></p> <p style="text-align: center;"><input type="button" value="Weitere Module an- oder abmelden"/></p>
<p>Now you can see the modules you have applied for.</p> <p>You can apply for other modules or cancel your application.</p>	<p style="text-align: right;">Modulplätze beantragen oder abmelden</p> <p> </p> <p style="text-align: center;"><input type="button" value="Weitere Module an- oder abmelden"/></p>
<p>To cancel your application click on this .</p>	<p style="text-align: right;">Modulbewerbung/ -abmeldung</p> <p> </p> <p> </p>

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



<p>You can see which modules you have applied for. </p> <p>In this phase you can just cancel your application for all courses.</p> <p>For that click at „apply/cancel application“.</p>	<p style="text-align: right;">Modulplätze beantragen oder abmelden</p> <p> Auswahl: 1 aus 14 PE2 Praxisnahe Module</p> <ul style="list-style-type: none">  PE2.3 Erlebnispädagogik  PE2.6 Segel- und Surfsport  PE2.8 Sporttauchen  PE2.13 Trendsport Golf Anfänger  PE2.15 Teamsport Fußball  PE2.19 Teamsport Handball  PE2.20 Racketsport Tennis  PE2.23 Leichtathletik  PE2.25 Gerätturnen, Tampolin und Akrobatik  PE2.34 Bewegungstheater  Priorität: 1 PE2.30 Teamsport Beachvolleyball   PE2.31 Kanusport  PE2.35 Kampfsport, Kampfkunst und Selbstverteidigung  PE2.37 Klettersport am Fels <p style="text-align: right;">bewerben/abmelden</p> <p>Weitere Module an- oder abmelden</p>
--	---

<p>You can view the status of your application at: „My Functions“ -> „course of studies“ -> „Achievements“</p>	<pre> accepted - 28.02.2022 15:14:19 group priority: 2 Module: SGP6 - Verhaltensinterventionen im Gesundheitssport application info Lecture: BA50800001 SGP8 - Introduction of principles and methods for promotion of psycho-social health resources Semester:SoSe 2022 Group: 1. Gruppe participated - 18.07.2022 13:08:02 group priority: 1 Module: SGP8 - Stärkung psycho-sozialer Gesundheitsressourcen application info Lecture: BA50800002 SGP8 - Experiential methods Semester:SoSe 2022 Group: 1. Gruppe applied - 24.08.2022 17:14:53 group priority: 1 Module: SGP8 - Stärkung psycho-sozialer Gesundheitsressourcen application info Lecture: BA20200005 SQ2 - Diversity-Competence Semester:WiSe 2021/22 Group: 3. Gruppe participated - 06.09.2021 11:01:18 group priority: 2 Module: SQ2 - Sozialkompetenz II - SGP application info Lecture: BA50400001 SGP4 - Bio-medical basics Semester:WiSe 2021/22 Group: 1. Gruppe participated - 06.09.2021 10:27:07 group priority: 1 Module: SGP4 - Grundlagen und Diagnostik körperlicher Funktionen und Fähigkeiten application info Lecture: BA50400002 SGP4 - Emergency care in sports Semester:WiSe 2021/22 </pre>
---	--

!!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.dshs-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 "**course of studies**"-> "**Achievements**" 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 "**course of studies**"-> "**Achievements**".

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



<p>Be aware of overlapping courses.</p> <p>If that's the case you have to withdraw your application and apply for another appointment.</p>	10	BAS4 - Bewegung und Gesta... 2.0 SWS Montag, 10:00 - 12:00, wöch. Kurs, Raum : Ha 04 Gymnastik, Rhythmik, Tanz Gebäude, Etage: . Durchf. Lehrperson: Metz ZU B Information	BAS1 - Bau und Funktion d... 1.0 SWS Dienstag, 10:00 - 11:00, wöch. Vorlesung, Raum : H6 01 Hörsaal 1 (Audimax) Gebäude, Etage: . Durchf. Lehrperson: Appell ZU B Information	BAS 1.0 S Donn Vorle Gebä Durfd ZI BAS 1.0 S Donn Vorle Gebä Durfd ZI BAS 2.0 S Donn Kurs Gebä Durfd ZI	
	11	SQ3 - Methodenlehre/ Stat... 2.0 SWS Montag, 10:00 - 12:00, wöch. Vorlesung, Raum : H6 01 Hörsaal 1 (Audimax) Gebäude, Etage: . Durchf. Lehrpersonen: Rulofs, Hoffmann, Ohlert ZU B Information	BAS1 - Kinematik und Kine... 1.0 SWS Dienstag, 11:00 - 12:00, wöch. Vorlesung, Raum : H6 01 Hörsaal 1 (Audimax) Gebäude, Etage: . Durchf. Lehrperson: Brüggemann ZU B Information		
	12				
	13	BAS5.4 - Zweikampfsport 4.0 SWS Montag, 13:00 - 14:30, wöch. Kurs, Raum : Ha 17 HJZ Judohalle Gebäude, Etage: . Durchf. Lehrperson: Käßler Judo ZU B Information	BAS5.4 - Zweikampfsport 4.0 SWS Dienstag, 13:00 - 15:00, wöch. Kurs, Raum : Ha 07 Gebäude, Etage: . Durchf. Lehrperson: Bojer Fechten ZU B Information		
	14				
	15				
	16		SQ1 - Interpersonelle Kom... 1.0 SWS Dienstag, 16:00 - 17:00, wöch. Vorlesung, Raum : H6 01 Hörsaal 1 (Audimax) Gebäude, Etage: . Durchf. Lehrperson: Lobinger ZU B Information		BAS3 - Trainingswissensch... 1.0 SWS Mittwoch, 16:00 - 17:00, wöch. Vorlesung, Raum : H6 01 Hörsaal 1 (Audimax) Gebäude, Etage: . Durchf. Lehrpersonen: Kleinöder, Mierau, Abel, Memmert ZU B Information
	17		BAS6.1 - Badminton 2.0 SWS Dienstag, 17:00 - 19:00, wöch. Kurs, Raum : Ha 23 NH Gebäude, Etage: . Durchf. Lehrperson: Rhefus ZU B Information		
	18		BAS6.1 - Badminton 2.0 SWS Dienstag, 17:00 - 19:00, wöch. Kurs, Raum : Ha 24 NH Gebäude, Etage: . ZU B Information		
	19				

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 „**course of studies**“-> "**courses**". 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 „Achievements“

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



Click here:
„My Functions“
->
"LSF-application for..."
->
"courses"

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 application period
- for all courses from this field

you are not considered with your semester priority if you apply again.