HISinOne

Course registration / Booking

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BOOKING PROCEDURE

The Module Booking
Most of the modules consist of more than one course such as for example Micro-actuators (lectures, exercises). When you make your enrollment you automatically book in for all the courses of a module in one step.

The Priority Booking
If a course has different parallel-groups, you can assign priorities for the respective group. For example, if the date of Group 3 you would most like, then that is your priority 1 and in case you would not get this place, then Group 1 would also be ok, then that’s your priority 2, etc.

The Booking with Alternatives
For example in your study programme you have to pass 1 Seminar. The seats in seminars are limited so usually more than one chair is offering a seminar in each term. With the booking you decide, which seminar you like the most. For example the seminar with the chair Softwareengineering and which seminar you like the second most (1. Alternative) like for example the seminar with the chair Computer Graphics.
ALLOCATION OF THE SEATS
To make the booking process fair and transparent for all of the students, we installed an “Application Assignment”. That means that the decision if you get the seat will be made after the booking period with the following criteria:
- Term of study
- Priorities
- Lot number

1. Log in under https://campus.uni-freiburg.de with your „Benutzerkennung“ and „Passwort“ from the „Rechenzentrum“.

![Login](https://example.com/login.png)

2. After the login, make sure that you are in the acting role as a student. If not, then click on the dropdown and select acting as “Student”.
   You can see the menu as a student.

![Menu](https://example.com/menu.png)

COURSE REGISTRATION / BOOKING VIA THE PLANER OF STUDIES

1. Click on „My Studies“ and then on „Planner of Studies“.

![Planer Of Studies](https://example.com/planer.png)

2. You see the structure of your programme exactly like it the curriculum is in the academic rules.
   To book courses of the coming term, you have to change “show lectures of the term” with the dropdown into the following term.
3. For a better overview we recommend to click on \( \text{Collapse all} \) and then click on \( \text{Expand all} \) to open the section you are interested. Courses for which you can book in in the actual term are marked with the symbol \( \text{Apply} \).

4. Click on that symbol and you see the booking mask.

   We recommend to click on \( \text{Expand all} \) so that you see all the parts of the module you have to book in. Make your selection like for example:

   and click on \( \text{Now enroll/sign off} \). After that you will receive the following information:

   >>> Success:
   2 enrollments

5. To sign off the booking click on \( \text{Sign off} \).

SEARCH FOR COURSES VIA THE SURCH MASK

1. Click on „Studies offered“ and then on “Search for courses”.

2. You can see the search mask.
Type in the title of the course under „Term-independent title“ and click on search. Or you simply just search for all of the offered courses in your study programme and configure your own search skills.

CONFIGURATION OF THE SEARCH MASK

4. To configure your own search mask click on 

- **Course of Study** on the right side of the search mask. Another search mask will appear, in which you have to select „Degree“ und „Subject“. Fill out the information of your own study programme (for example Degree: Master of Science, Subject: Microsystems Engineering) and click on **Search**.
• After you clicked on search there will be a list of the results at the end of the side. Select your study programme

![Course of studies found](image)

and click on Carry over the selection.

4. You can see the information now on the first search mask.

![Search for courses](image)

5. You can save this selection by click on ![Save Search Criteria](image). Type in a name for your search and click on ![Submit](image), like for example

![Searchset](image)

6. Now select the term

![Basic data](image)

and click on ![Search](image)

You receive the list of all the courses which are offered in the study programme Master of Science in Microsystems Engineering in the summer term 2014.

**COURSE REGISTRATION / BOOKING VIA THE LIST OF COURSES**

**Symbols:**

Courses for which you can book in.
Courses for which you can sign off.

Details of the course

7. If you followed the steps 3 till 7 you can see a list of the courses which are offered in your study programme in the selected term.

8. You can now book in for a course by click on and the booking mask opens.

Select your priorities and click on and you will receive the following message.

Success: 2 enrolments
COURSE REGISTRATION / BOOKING VIA THE COURSE CATALOG

1. Click on „Studies offered“ and then „Show university course catalog“.

2. To see the courses of a following term you have to change the selection and click on  to actualize.

3. Click through the programme:

4. To book in for the course, you have to go to the details of the course so click on the icon . In the details of the course you have the button “apply”.

Click on that and the system will lead you to the booking mask.
OVERVIEW

Click on „My Studies“ and on „My enrollements and registrations“.

You can see an overview of all the courses you are booked in.
SIGN OFF / DE-REGISTER

Click on “My Studies” and on „My enrollements and registrations“.

You can see an overview of all the courses you are booked in.

Click on to de-register / sign off.