• **HISinOne**

• **Exam and course work registration instruction via the function „Planner Of Studies“**

  • **Login**
  • **Planer Of Studies**
    - Presentation Exam Regulations
    - Presentation Module Plan
  • **Registration**
    - exams with only one exam date (for example written exams)
    - exams with more than one exam date (for example oral exams)
  • **De-registration**
  • **Overview registered exams**

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

   ![Login](image.png)

2. You can see the menu as a student.

   ![Menu](image.png)

3. Click on „My Studies“ and then on „Planer of Studies“.

   ![Planer Of Studies](image.png)

4. In the planer you will see the following signs which have different meanings

   - 🗒️ means „Konto“ – a Konto is useful to make different sections, for example the sections for your concentration areas (Circuit and systems, Sensors and actuators ...)
   - 💚 means Module – Modules usually have a substructure with courses and exams
   - 📚 means Course, for example lectures, exercises, seminars, laboratories ...
   - 🟡 means Examination
   - 🟡means Course work (usually not graded, only pass)

In the Study Planer there are different Views/Presentations

![Presentation](image.png)
In this view you can see the registration tree.

Modules which you already passed are signed with

Attention: You have different views of elements in the Module plan

- „Your actual performance“ shows only the modules you passed or you are working on
- „Performance and modules“ shows the modules you passed or working on and the other mandatory or elective modules
- „Original module plan“
Click on the icon "" and you can see all the elements of the module.

- Exams which are offered in this semester have the icon "". If you want to register for the exam click on that icon.
- Exams which are offered in this semester and for which you are already registered have the icon "". If you want to de-register from that exam click on that icon.

REGISTRATION

5. You want to apply for an exam. Click on the icon "".

Exams with only one exam date:
If there is only one exam date offered (usually for written exams), you will be informed about the important enrollment regulations. Read this information, make a tick after “I accept” and click on the button “accept”.

Registration For Examinations

Important information for your enrollment. Please read carefully!

Registration and cancelation of registration for the examinations is not immediately definit program, are fulfilled. Students who do not fulfill these criteria and are thus not admitted to I accept

Now you have to register for the exam.
Registration For Examinations

Click on . The system will register you and you will receive the following information:

Exams with more than one exam date (oral exams):
If there is more than one exam date offered for an exam you have to select for which date exactly you want to register. Click on  for the day you want to register.
DE-REGISTRATION

6. You want to cancel an exam registration. Select your exam and click on the icon.

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<table>
<thead>
<tr>
<th>Status</th>
<th>Dates &amp; Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign off</td>
<td>Exam period 1 winter term 2013</td>
</tr>
<tr>
<td></td>
<td>Mon, 3.3.2014 From 09:15</td>
</tr>
<tr>
<td></td>
<td>Prüfer: Wilde, Jürgen</td>
</tr>
</tbody>
</table>

Click on `Sign off` and you will receive the following information.

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>not enrolled</td>
</tr>
<tr>
<td>You have just canceled</td>
</tr>
</tbody>
</table>

OVERVIEW OF THE REGISTERED EXAMS

8. Overview on the screen:
   Click on „My studies“ and than on „Show my enrollments and exam registrations“. You will see an overview of all the registered exams and courses.