HISinOne

Exam and course work registration instruction via the function „Planner Of Studies“ – View Module Plan

The easiest and quickest way to register for examinations

- **Login**
- **Planer Of Studies**
  - 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 Screen](image)

2. You can see the menu as a student.

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

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)
Study Planer – Presentation Module plan:

In the Study Planer there are different Views/Presentations which are “Examination regulations” and “Module plan”. The standard-view is the view Examination regulations. To change into the view Module plan click on the icon on the right side of the screen.

The presentation view module plan shows you the modules divided after the recommended semesters according to the examination regulations. Via the Module Planer, you can plan your complete study program for yourself personally. For example, you want to switch a module, course or exam from the first semester into the third semester, than you can move this in the module in this semester. To do this, click the icon and then specify the semester.

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 definite. Program, are fulfilled. Students who do not fulfill these criteria and are thus not admitted to

I accept    

► accept  ► Cancel enrollment

Now you have to register for the exam.

Registration For Examinations

► Read Instructions again  ► Cancel enrollment

7700 : Assembly and packaging technology

11 Prüfungsanmeldung MST:
The Period last from 11.12.2013 / 00:00 to 31.1.2014 / 23:59

<table>
<thead>
<tr>
<th>Status</th>
<th>Dates &amp; Rooms</th>
</tr>
</thead>
</table>
| 📅 apply | Exam period 1 winter term 2013
|         | Montag, don 3.3.2014 From 09.00 To 11.30 Ein: |
|         | Prüfer: Wilde, Jürgen |

► Read Instructions again  ► Cancel enrollment

Click on 📅 apply. 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 📅 apply 🗓️ for the day you want to register.

<table>
<thead>
<tr>
<th>Status</th>
<th>Dates &amp; Rooms</th>
</tr>
</thead>
</table>
| 📅 apply | Exam period 1 winter term 2013
- Montag, den 24.2.2014 No time
- Prüfer: Ambacher, Oliver |
| 📅 apply | Exam period 1 winter term 2013
- Mittwoch, den 26.3.2014 No time
- Prüfer: Ambacher, Oliver |
DE-REGISTRATION

6. You want to cancel an exam registration. Select your exam and click on the icon.
   7700: Assembly and packaging technology

   11-Prüfungsanmeldung-UST:
The Period last from 11.12.2013 / 00:00 to 31.1.2014 / 23:59

   Status | Dates & Rooms
   --------------- | ---------------
   Sign off | Exam period 1 winter term 2013
            | Montag, den 3.3.2014 From 09.1
            | Prüfer: Wilde, Jürgen

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

   Status
   ---------------
   not enrolled
   You have just canceled

OVERVIEW OF THE REGISTERED EXAMS

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

   Veranstaltung: Vorlesung 11LE50-ID120803 Mikrostrukturierte Kunststoffkomponenten / Microstructured Polymer Components
   Termine und Räume | Status
   --------------- | ---------------
   1. Parallelgruppe | Zugelassen
       - jeden Montag From 14:00 To 16:00 wöchentlich in Room Prakt. Elekt. Technik-01 016
       - Lecturer: Hanemann, Thomas

   Veranstaltung: keine Veranstaltung 9000-V1 Mentorengespräch
   Termine und Räume | Status
   --------------- | ---------------
   8. Parallelgruppe Mentorengespräch Prof. Hanemann | Zugelassen
       - No time defined
       - Lecturer: Hanemann, Thomas