Step-by-step guide to register/sign up for courses

This document serves to guide you through the online registration/sign up (some might use the term booking or enroll) process for courses. By officially signing up for your courses you can organize your semester in a structured way. It is also part of the teaching organization process, so the lecturers are able to send important information to all participants. Also, in times of Covid-19, in case there are classroom sessions scheduled, only students who signed up online can join on-site. Make sure that you sign up for both, the course and the exercise, if there is an exercise that goes with the course. Please also sign off courses once you know you are no longer interested – particularly if they have limited capacity or are laboratories.

The deadlines at the Faculty of Engineering can be found on their website. Other faculties than the Faculty of Engineering may have other deadlines and rules; some faculties have not shifted their administration to HISinOne yet, so that ‘manual’ registration (via e-mail or via a form) might be necessary. Please always check out their websites, too, if you consider taking a course from another faculty (e.g. in the interdisciplinary profile).

Important: By signing up for a course you do not express any intention about that you want to take an exam in this course. The registration for an exam is an independent step.

Should you have any questions, please feel free to contact study@inatech.uni-freiburg.de

STEP-BY-STEP PROCESS

1) Log in to HISinOne

- https://campus.uni-freiburg.de
- Change the language preference of the website to English at the bottom right hand corner of the page.

2) Search for courses

- You can use the study planner, course catalogue or the HISinOne search function. The main difference is just the portal surface.
- Nevertheless, we recommend that you use the study planner. Find a German video tutorial here.
3) Click the **apply/enroll**

- The button is easy to find, just look for this icon: 📚.
- The button/icon is just visible during the registration period.
- Where the button is located depends which way you use to look for your courses. Sometimes you have to confirm your choice twice.
- Apply/enroll stand for the German term **belegen**.
- There are different types of registration procedures, each of which is slightly different. Find more information [here](#).

4) Check if it worked

- Check **My course enrollments and exam registrations**. There you find an overview of all the courses you signed up for. The status depends on the registration procedure.
- When your status changes to **confirmation of participation** you will receive a confirmation e-mail.
- Sign off if you do not want to participate anymore.
5) Use the schedule tool

- Find a German video tutorial [here](#).
- If you successfully signed up for a course, it will appear automatically in your schedule. If not, the status might not have changed yet.
- If you just want to plan your studies with this tool, you can click **Save in schedule**. However, this is **not** another way to sign up for a course. This is just an option for you to get an overview and to plan your semester.