

# 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. Make sure that you sign up for both the course and the exercise/seminar if there is an exercise/seminar 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 laboratory courses.

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; in some cases, 'manual' registration (via email or via a form) may 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 have not yet expressed any intention 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](mailto: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 top righthand corner of the page.

The pictures and selected modules/courses in this guide just serve as an example, so the term, dates, times and names might differ.

### 2) Search for courses

- You can use the [study planner](#), [course catalogue](#) or the [HISinOne search function](#). The main difference is the portal surface.
- Nevertheless, we highly recommend that you use the [study planner](#) (*Planner of Studies with Module Plan*), because this way you ensure that you sign up for courses which belong to the study program. If you do not use the study planner you might sign up for courses that cannot be counted towards SSE. Find a German video tutorial [here](#).

When you use the study planner – as recommended – please make sure that you select the **Master of Science, Sustainable Systems Engineering, Major, PO2021**.

If you can just see and select the old version – PO2016 – please let us know ([study@inatech.uni-freiburg.de](mailto:study@inatech.uni-freiburg.de)) and please do not sign up for courses until you hear back from us!

Planner of studies with Module plan Master of Science, Sustainable Systems Engineering, Major, PO2021

Semester 1 WS 2023/24	Semester 2 SS 2024
<input checked="" type="checkbox"/> Original module plan <input checked="" type="checkbox"/> My modules <input type="checkbox"/> Alternate semester	
<input type="checkbox"/> Energy System Operations -/6	<input type="checkbox"/> Introduction to Mobile Robotics -/6
<input type="checkbox"/> Fundamentals of Resilience -/6	<input type="checkbox"/> Machine Learning -/6
<input type="checkbox"/> Material Life Cycles -/6	<input type="checkbox"/> Disposable Sensors -/3

### 3) Click the *apply/enroll* button

- 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 on which way you use to look for your courses. Sometimes you have to confirm your choice twice.
- Apply/enroll stands for the German term *belegen*.
- There are different types of registration procedures, each of which is slightly different. Find more information [here](#).

Detail view

Solare Energie / Solar Energy | 11LE68V-8060 | Veranstaltung

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Choose term

Term: Wintersemester 2023/2024

Apply Enroll

Term planning

Events Contents / Notices University course catalog Linked examinations Modules / Courses of study

Basic data

Title: Solar Energy  
 Short text: Solar Energy  
 Long text: Solar Energy  
 Number: 11LE68V-8060  
 Organizational unit: Technische Fakultät (responsible), BIA/Tech-IP Photovoltaische Energiekonv. (organizer), Inst./Nachhaltige Technische Systeme-VB (co-organizer), Inst./Nachhaltige Technische Systeme-VB (responsible)

Solare Energie / Solar Energy - Vorlesung

Save in schedule Export data for calendars (ics) Showing single dates Apply

Hours per week: 4.0

Search for courses

11LE68V-8060 lecture course: Solar Energy

Achievement will be used for Solar Energy (Nr=11LE68MO-8060 PO 2021) - Energy Systems Engin Engineering (PO-Version 2021) (Nr=11LE68KT-9991-MSc-672-2021) - AP Master of Science in Sus 11LE68\_SSE: Einfachbelegung (Belegwunsch) - belegen WS: The Period last from 25.09.2023 / 00:00 to 08.10.2023 / 23:59

Actions & messages Group Dates (mm/dd/yyyy) and room

enroll

Solare Energie / Solar Energy  
 winter semester 2023  
 Tuesday, 17.10.23 - 06.02.24  
 HS 00 036 SCHICK - SAA  
 Parndt, Britta Braunsch.  
 Thursday, 19.10.23 - 08.02.24  
 HS 00 026 M - SAAL (G-K)  
 Parndt, Britta Braunsch.

11LE68MO-8062 PO 2021 - Methods of Material Characterization for Waste Management

11LE68MO-8062 - Methods of Material Characterization for Waste Management - lecture course

11LE68MO-8062 - Methods of Material Characterization for Waste Management - exercise course

11LE68MO-8062 - Methods of Material Characterization for Waste Management - exercise course

11LE68MO-8062 PO 2021 - Model Prediction Control for Sustainable Energy Systems

enroll

Detail view

Methods of Material Characterization for Waste Management | 11LE68MO-8062 | course

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Choose term

Term: Wintersemester 2023/2024

Apply Enroll

Term planning

Events Contents / Notices University course catalog Modules / Courses of study

Basic data

Title: Methods of Material Characterization for Waste Management  
 Short text: Methods of Material Characterization for Waste Management  
 Long text: Methods of Material Characterization for Waste Management  
 Number: 11LE68MO-8062  
 Organizational unit: Inst./Nachhaltige Technische Systeme-VB (responsible), Technische Fakultät (responsible)

Eventtype: exercise cks  
 Frequency of offer: 1  
 Designated term of study: 1  
 Hours per week: 1.0  
 Period: 19.10.23 - 08.02.24

## 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 email.
- Sign off if you do not want to participate anymore.

The screenshot shows the 'My Studies' page with a navigation bar at the top. The main content area has several links: 'Planner of studies with Module plan', 'Schedule', 'My course enrollments and exam registrations' (circled in red), and 'My achievements'. Below this, there is a section titled 'My course enrollments and exam registrations' with a 'Download PDF Document' button and a dropdown menu for 'Term' set to 'Wintersemester 2020/21'. A table lists course details, including course names, dates, and status.

## 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, your participation might not have been confirmed 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.

The screenshot shows the 'My Studies' page with a navigation bar. The main content area has several links: 'Planner of studies with Module plan', 'Schedule' (circled in red), 'My course enrollments and exam registrations', and 'My achievements'. Below this, there is a 'Detail view' section for the course 'Solar Energy | 11LE55V-0060 | course'. It includes a 'Choose term' dropdown set to 'Wintersemester 2023/2024' and 'Actions' buttons for 'Sign off/Cancel' and 'Reports'. The 'Term planning' section shows 'Basic data' for the course, including title, short text, long text, number, and organizational unit. At the bottom, there is a 'Save in schedule' button (circled in red) and a 'Showing single dates' checkbox. Below the detail view is a calendar grid showing the course schedule for the week of Oct 16, 2023.