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

**STEP-BY-STEP PROCESS**

1) Log in to HISinOne

- [https://campus.uni-freiburg.de](https://campus.uni-freiburg.de)
- Change the language preference of the website to English at the top righthand 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 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!

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

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.