

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>
- 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**.

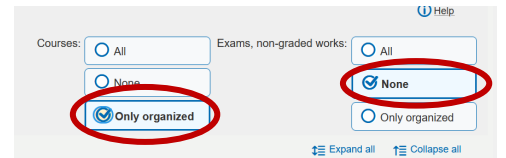
If you can just see and select the old version – PO2016 – please let us know (study@inatech.uni-freiburg.de) and please do not sign up for courses until you hear back from us!

The screenshot shows the 'My Studies' page in the HISinOne system. The 'Planner of studies with Module plan' link is circled in red. Below it, there are links for 'Schedule', 'My course enrollments and exam registrations', and 'My achievements'. A second screenshot below shows the 'Planner of studies with Module plan Master' page, with the 'Show examination regulations' button circled in red. The page displays a table of modules for Semester 1 (WS 2024/25) and Semester 2 (SS 2025). The modules listed are Energy System Operations, Introduction to Mobile Robot, Fundamentals of Resilience, and Memory Device Technology, each with a credit value of -/6.


| Semester 1 WS 2024/25 | Semester 2 SS 2025 |
|-----------------------------------|-------------------------------------|
| Energy System Operations -/6 | Introduction to Mobile Robot -/6 |
| Fundamentals of Resilience -/6 | Memory Device Technology -/6 |

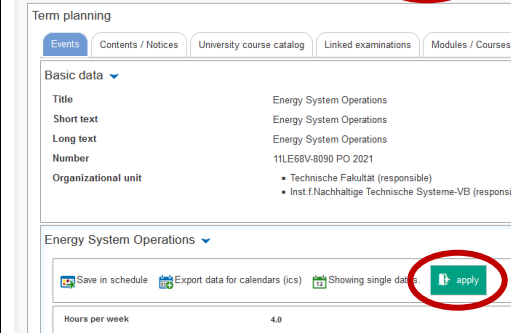
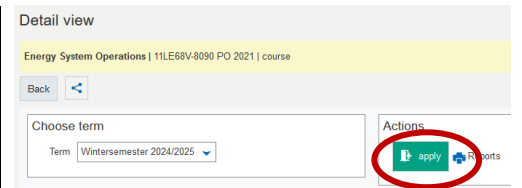
3) Limit the search results

- In the upper right section, select “only organized” courses and “none” of the exams and non-graded works.
- Use the arrows to expand an element and see more information
- If a module does not have an arrow to expand it, it is not “organized” for this semester, meaning it does not take place this semester.

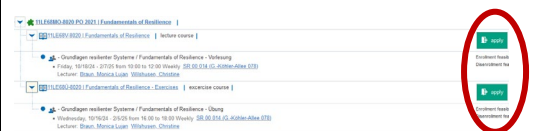
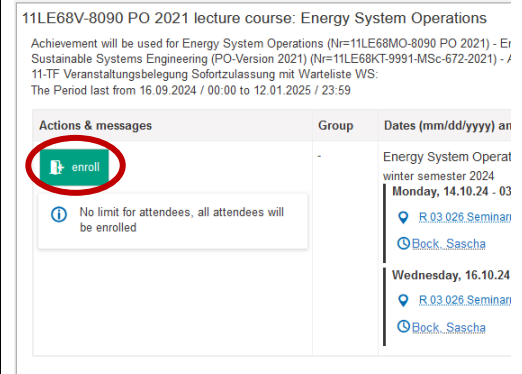


3) Click the *apply/enroll* button

- 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](#).
- If a module consists of several courses, e.g. lecture and exercise, sign up for all of them.

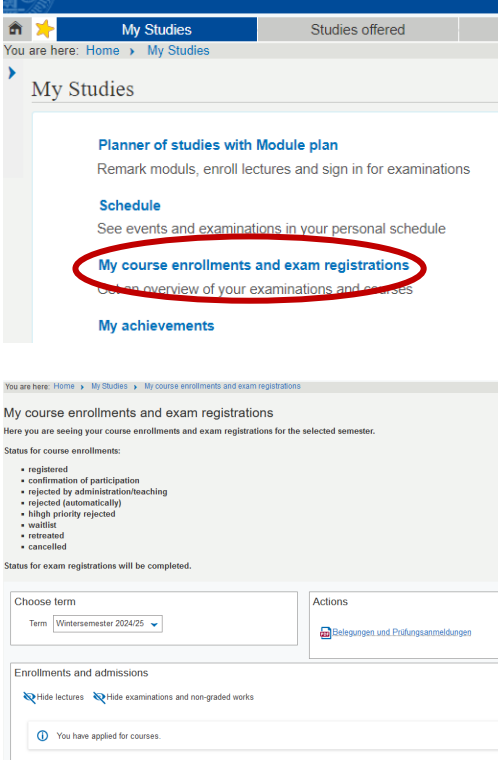


Planner of studies with Module plan



4) Check if it worked

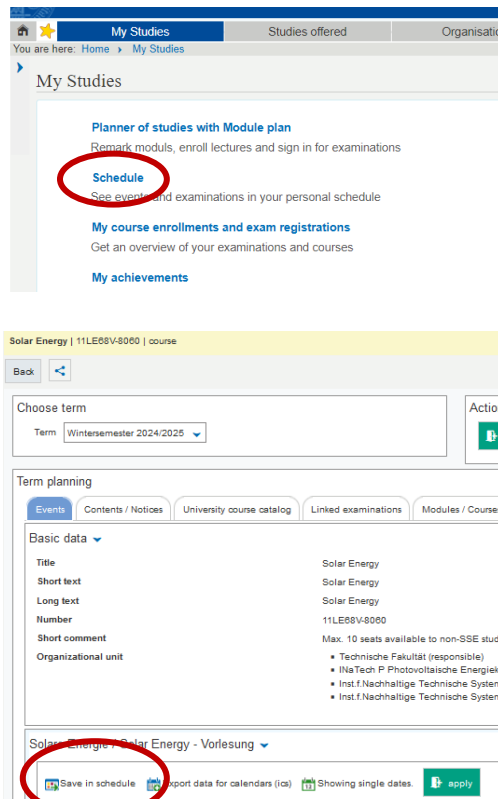
- Check [My course enrollments and exam registrations](#). There you find an overview of all the courses you signed up for. The status depends on the registration procedure.
- When your status changes to *confirmation of participation* you will receive a confirmation email.
- Sign off if you do not want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



The screenshot shows the 'My Studies' page in a university system. The breadcrumb trail is 'You are here: Home > My Studies'. The main heading is 'My Studies'. Below it, there are several links: 'Planner of studies with Module plan', 'Schedule', 'My course enrollments and exam registrations' (circled in red), and 'My achievements'. Below the main heading, there is a section titled 'My course enrollments and exam registrations' with a sub-heading 'Here you are seeing your course enrollments and exam registrations for the selected semester.' It lists various statuses for course enrollments and exam registrations. There is a 'Choose term' dropdown set to 'Wintersemester 2024/25' and an 'Actions' button labeled 'Belegungen und Prüfungsanmeldungen'. At the bottom, there are checkboxes for 'Hide lectures' and 'Hide examinations and non-graded works', and a message 'You have applied for courses.'

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, hence the warning. It is unfortunately in German and a bit misleading. "Success" means in this case that you have successfully saved it to your schedule, not that you have signed up for the course. Saving a course in your schedule is just an option for you to get an overview and to plan your semester.



The screenshot shows the 'Solar Energy | 11LE08V-0000 | course' page. The breadcrumb trail is 'You are here: Home > My Studies'. The main heading is 'My Studies'. Below it, there are several links: 'Planner of studies with Module plan', 'Schedule' (circled in red), 'My course enrollments and exam registrations', and 'My achievements'. Below the main heading, there is a section titled 'Solar Energy | 11LE08V-0000 | course'. It has a 'Choose term' dropdown set to 'Wintersemester 2024/2025'. Below that, there is a 'Term planning' section with tabs for 'Events', 'Contents / Notices', 'University course catalog', 'Linked examinations', and 'Modules / Courses'. The 'Basic data' section shows details for the course: Title (Solar Energy), Short text (Solar Energy), Long text (Solar Energy), Number (11LE08V-0000), Short comment (Max. 10 seats available to non-SSE stud), and Organizational unit (Technische Fakultät (responsible), IHaTech P Photovoltaische Energietechnik, Inst.f Nachhaltige Technische System, Inst.f Nachhaltige Technische System). At the bottom, there is a 'Save in schedule' button (circled in red) and an 'Apply' button.

✓ Success:



Die Veranstaltung Solare Energie / Solar Energy - Vorlesung - wurde für den Stundenplan vorgemerkt.

⚠ Achtung!

Die Vormerkung ist unverbindlich und nur zur Ansicht in Ihrem eigenen Stundenplan. Es ergibt keinen Anspruch auf Teilnahme an der genannten Veranstaltung!

Close [ESC]

View options

winter semester 2024/2025 Week choice ▼ | Page 42

| | Mon, Oct 14, 2024 | Tue, Oct 15, 2024 |
|-----|---|--|
| 08u | | |
| 09u | | |
| 10u | <div style="border: 1px solid #ccc; padding: 2px;"><p>11LE69V6999 PO 2021 Energy System Operations</p><p>Medium course 16:00 AM to 12:00 PM Weekly Oct 14, 2024 to Feb 3, 2025 © 2025 EPFL. All rights reserved. EPFL Home Page</p></div> | |
| 11u | | |
| 12u | | |
| 13u | | |
| 14u | | |
| 15u | | |
| 16u | | |
| 17u | | <div style="border: 1px solid #ccc; padding: 2px;"><p>11LE69V6998 Solare Energie / Solar Energy - Vorlesung</p><p>Medium course 4:00 PM to 6:00 PM Weekly Oct 15, 2024 to Feb 4, 2025 © 2025 EPFL. All rights reserved. EPFL Home Page</p></div> |
| 18u | | |
| 19u | | |