

# Course registration in the second semester

**In the second semester of your Master programme you are required to register for your courses yourself.** You do so on Campus4u. Those of you who did their Bachelor at HWR Berlin will know how to proceed and may be able to help those who encounter difficulties. However, please be aware that even though the programme Campus4U is the same, **in the Master programme the course registration requirements differ from the Bachelor.**

You need to register and attend all four courses of the semester plus the Tutorial.

All these are part of your study programme and **obligatory**. If you do not register in the system you are still “in the course” and will be registered for the exam. Failure in attendance will lead to failure of the exam.

One course special: the “Master Pool Elective” (MPE) course is an Elective. It is at the same time compulsory to make a selection from the MPE courses.

Please, select a first priority from the MPEs **and a second one** you mark as second priority.

Registering for a MPE does not automatically lead to being admitted. Admittance is subject to availability. For capacity reasons, admission might be denied. If a course receives more registrations than there are places, i.e. gets “overbooked”, the distribution of the courses is done by the system in a lottery. The chances are equal for everybody who registers correctly within the registration period.

Your courses that can be chosen from the MPEs are listed in the appendix.

## How can I register for courses?

**Prerequisite is that you paid your semester fee and have been re-registered for the summer term! (see your Campus4u account)**

You register online on Campus4U: [www.campus4u.hwr-berlin.de](http://www.campus4u.hwr-berlin.de) during the registration period in March. The exact dates are published online.

### **Step by Step:**

1. Click on login and use your individual login data to enter your Campus4U account.
2. Select “Veranstaltungen” on the top menu.
3. Click on “Studiengangspläne (Liste)” on the left menu.

The screenshot shows the top navigation bar of the Campus4U website. The menu items are: Meine Funktionen, **Veranstaltungen** (which is highlighted in red), Module, Räume und Gebäude, Personen, and Links. Below the menu, a user profile is shown: Frau Christine Jäkel | Sie sind angemeldet als: jaekel | in der Rolle: Fachbereich für Fachbereich 1 Wirtschaftswissenschaften. A breadcrumb trail indicates the current location: Sie sind hier: Startseite > Veranstaltungen. On the left, a sidebar menu has 'Veranstaltungen' selected (highlighted in red). The main content area displays a list of events with a blurred thumbnail image.

4. You then look for your *Masterprogramme* and click on *2. Semester*
5. Click on the drop down menu on the left top side of the page to get an overview on the courses of your programme by choosing “Semesteransicht”.
6. You may now register. You open the course by clicking on the lecture. Underneath the dates of the lectures you find the button “*Kurs belegen*”.

The screenshot shows a dropdown menu titled "Anzeigeoptionen". The options are: Semesteransicht ohne vergangene Termine (selected) and anzeigen. Below the menu, a section titled "Studiengang - Lehrplan" is visible, featuring a small icon of a book and a person.



7. For the Master Pool Elective it is necessary that you click on “jetzt Wunsch eintragen” on the respective group first.

Termine Gruppe: 01			
Tag	Zeit	Rhythmus	Dauer
Mo.	08:00 bis 12:00	woch	09.01.2017 bis 27.01.2018

Gruppe 01: [jetzt Wunsch eintragen / löschen](#)

8. Then you set a priority for that group. “Prio 1” = first priority is selected automatically. For your second priority of the MPE you need to change this to “Prio 2”. Please, always select two courses – one Prio 1, one Prio 2.

01	Belegwunsch eintragen Priorität 1 (hoch)		
Tag	Nicht belegen	Dien	Belegwunsch eintragen Priorität 1 (hoch)
51	Belegwunsch eintragen Priorität 2 (mittel)		

Belegwunsch eintragen Priorität 2 (mittel)

51	Belegwunsch eintragen Priorität 2 (mittel)		
Tag	Zeit	Rhythmus	Dauer
Mittwoch.	18:00 bis 21:15	wöchentlich	Vi

[Jetzt Belegwunsch eintragen](#)

Your final schedule will be online several days after the end of the online registration procedure. (“my Functions” -> “schedule”).

#### Can I attend courses/ groups I am not admitted for?

It is **NOT** possible to attend modules which are not on your timetable and that you are not registered for.

In case you are admitted to a different course of the MPEs than the one you applied for you **MUST** stick to the given alternative!

**Please be aware that course admittance issues CANNOT be solved by a lecturer, nor can he/she help you register you for his/her course. Please discuss ALL changes concerning your timetable with the Master Office. Getting the permission of your teacher is NOT sufficient.**

#### Can I change courses?

This is ONLY possible during the registration period.

#### **Additional courses / extra credits**

The Berlin School of Economics and Law offers a wide range of courses that you can attend in English as well as in German. We also offer business language courses such as Chinese, Russian, Spanish, French, and of course German.

##### **■ Studium Generale:**

“General Studies” courses cover a range of various interesting topics beyond the regular curriculum, fostering interdisciplinary approaches.

##### **■ Language Courses**

BSEL Berlin offers different business language courses. For instance German, Chinese, French, Spanish. This type of course will usually take place 4 hours a week.

Since additional courses will not be listed on your Master degree transcript, please inform your lecturer if you need a certificate.

#### Where can I find more information concerning the modules (e.g. time, content)?

If you click on the module title again, you will find the module description: content, prerequisites, recommended literature, credits, and the type of exam of your course. Please also check Campus4U for up to date information on cancelled classes etc.

*Your Master Office*