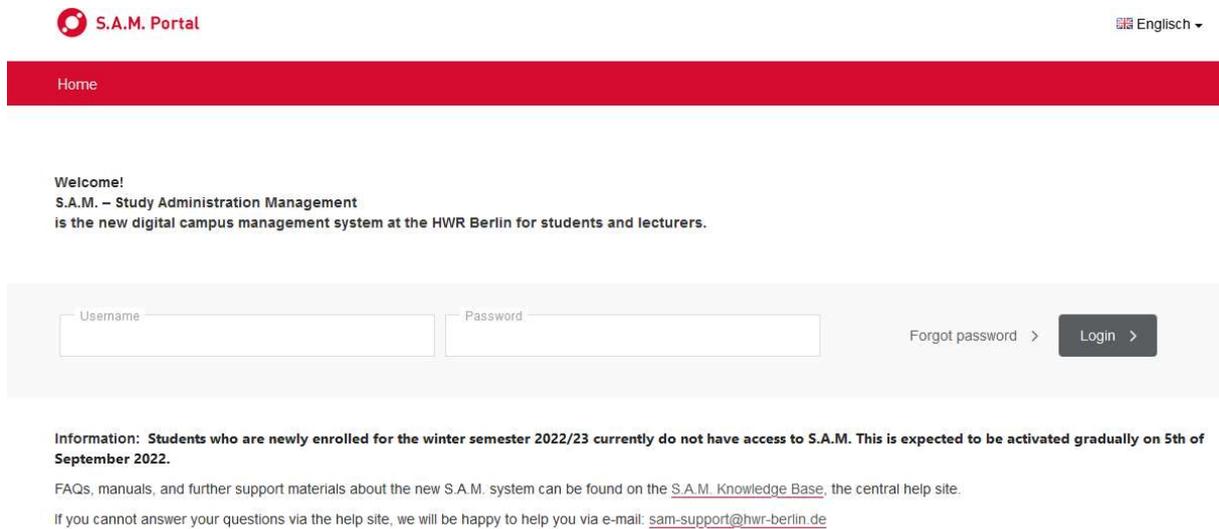


How do I register for business language courses?

1) Login

Log into the campus management system S.A.M.: <https://sam.hwr-berlin.de/en/> with your login data that was sent to you by the enrollment office:



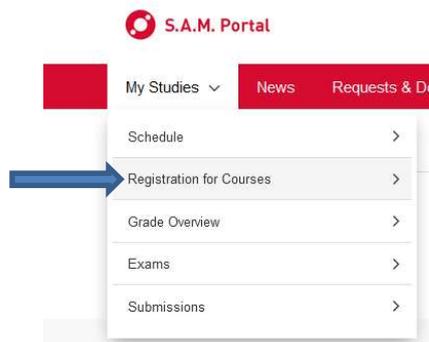
You can change the language by clicking on your name in the upper right corner:



Bezugssemester: WiSe 2022/23

2) Course registration

Click on *My Studies – Registration for Courses*



You will find the business language courses in a certain placeholder, which depends on your study programme. Examples:

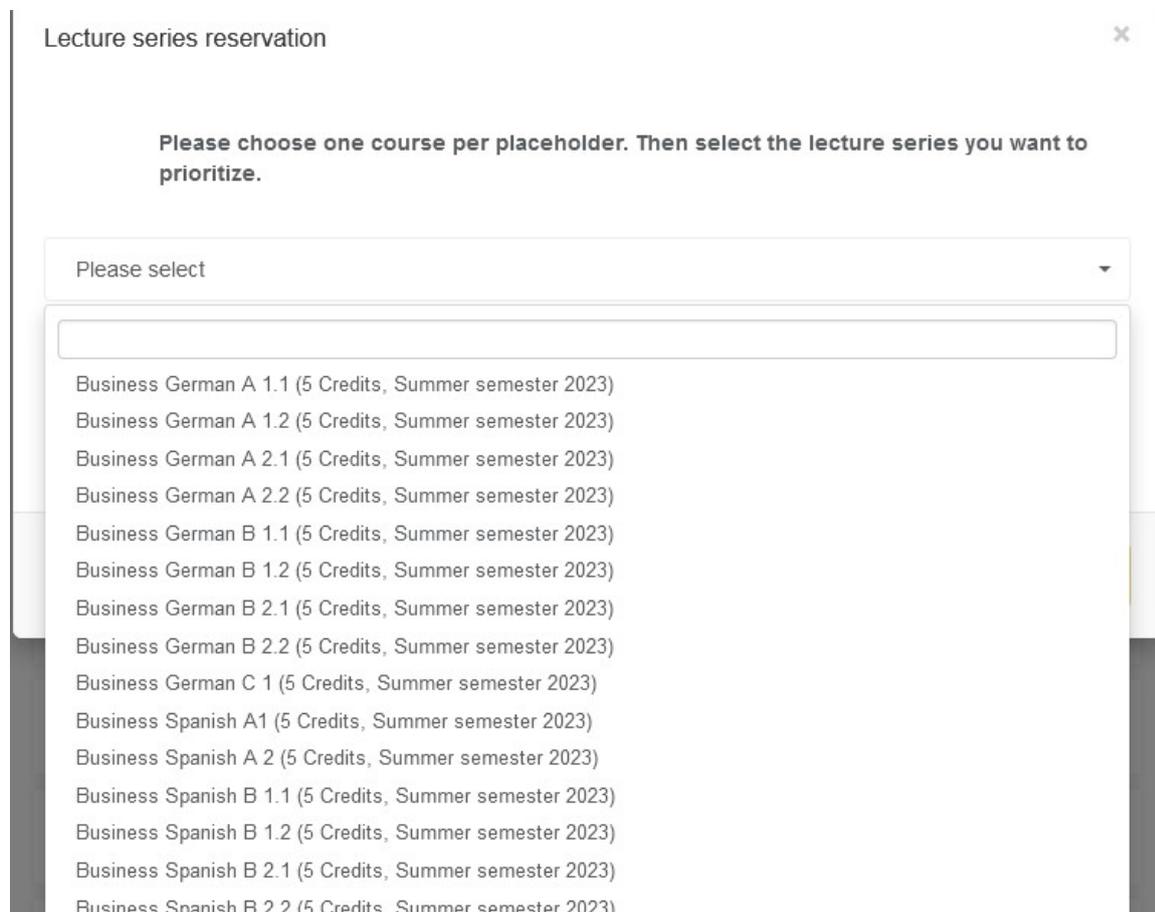
- for IBMAN it is called “Management Skills / Languages (80) – Foreign Languages”
- for double degrees it is called “Modules IBMAN (20) - Foreign Languages”
- for incoming students it is called “Electives (10)”
- for other study programmes it is called “Business Languages / Wirtschaftssprachen (88)”



Business Languages (88)

Business Language 01 (01)	Prioritization
Business Language 02 (02)	Prioritization
Business Language 03 (03)	Prioritization

Click on “Prioritization” and select the course in the drop down:



Lecture series reservation ×

Please choose one course per placeholder. Then select the lecture series you want to prioritize.

Please select

- Business German A 1.1 (5 Credits, Summer semester 2023)
- Business German A 1.2 (5 Credits, Summer semester 2023)
- Business German A 2.1 (5 Credits, Summer semester 2023)
- Business German A 2.2 (5 Credits, Summer semester 2023)
- Business German B 1.1 (5 Credits, Summer semester 2023)
- Business German B 1.2 (5 Credits, Summer semester 2023)
- Business German B 2.1 (5 Credits, Summer semester 2023)
- Business German B 2.2 (5 Credits, Summer semester 2023)
- Business German C 1 (5 Credits, Summer semester 2023)
- Business Spanish A1 (5 Credits, Summer semester 2023)
- Business Spanish A 2 (5 Credits, Summer semester 2023)
- Business Spanish B 1.1 (5 Credits, Summer semester 2023)
- Business Spanish B 1.2 (5 Credits, Summer semester 2023)
- Business Spanish B 2.1 (5 Credits, Summer semester 2023)
- Business Spanish B 2.2 (5 Credits, Summer semester 2023)

!!! If there is more than one course group please choose which group you prefer in the 2nd drop down. You can select several groups and prioritize them by moving the tiles up and down, so they are in the right order (the 1st tile is your 1st priority, 2nd tile is the 2nd priority,...). Then select "Prioritization".

Please choose one course per placeholder. Then select the lecture series you want to prioritize.

Business German A 1.2 (5 Credits, Summer semester 2023)

Wirtschaftsdeutsch A 1.2 1

☰	☑	Wirtschaftsdeutsch A 1.2 2 Mozhgan Kruse	🗑️
☰	☑	Wirtschaftsdeutsch A 1.2 1 Christine Belakhdar	🗑️

Cancel

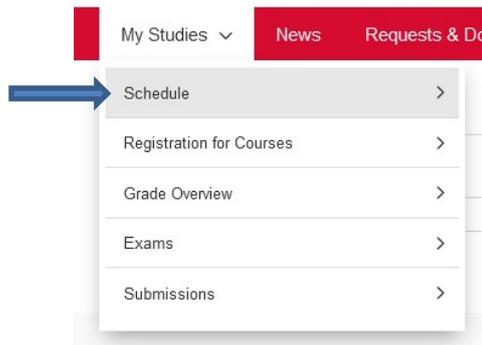
Prioritization

Please note that we cannot guarantee that you are admitted to the course, as the places are limited. But your preference will be considered while allocating the places. Pay attention that the chosen courses are not overlapping with your other courses in the schedule.

!!! If there is only 1 course group, you still need to select it in the 2nd drop down. Otherwise it is not possible to save.

!!! Course registration is only possible during the registration period. After the deadline, the functions explained above are de-activated and your courses may disappear until the places in the courses are finally allocated by the administration of HWR Berlin. This takes about a week after the end of the registration period. You can then find your personal timetable / courses including all courses that you have been admitted to at:

1) My Studies –Schedule:



2) Course overview – Course Catalog
filter for semester and year and click on “My courses”:

Course Overview

