

# PRIMUSS Manual

## for Courses in English Online Selection / Lottery



# General information

## General information

- The places in the courses might be limited and will be allocated by an online lottery.
- You can select your desired courses anytime while the online selection is open. During this time you can also change your selection.
- The lottery does not guarantee your place in a course. You might lose your place if you do not show up to the first session OR if the course is overbooked OR if you do not meet all requirements. Note: This includes the colour code! Do not rely on too many yellow courses of other departments, you might lose the places even after the lottery, since PRIMUSS cannot apply the colour code.

## Preparation

- Have a look at the online course list. Read the course descriptions to check if you meet the requirements. Pay attention to the course categories green/yellow/red!
- Make a list of the courses that you like. Keep your learning agreement in mind.
- Check the timetable to see when those courses take place. Course times might overlap! Make up your own timetable.

# Courses in English – Online course selection

## Advice

- Do not rely on too many yellow courses of other departments, you might lose the places even after the lottery, since PRIMUSS cannot apply the colour code.
- Do not rely on too many block courses, especially if their dates aren't yet published. They might take place at the same time.

# Online selection step-by-step

- Login to PRIMUSS after having activated your account: <https://www3.primuss.de/cgi-bin/login/index.pl?FH=fhm>
- You will need your student ID card.
- See the “yellow sheet” you received from our International Office for more information.

Logged in as Tony Tester

HOCHSCHULE FÜR ANGEWANDTE WISSENSCHAFTEN MÜNCHEN

PRIMUSS CAMPUS IT

Menu

- Status
- Services
- Log off

### Overview

"Bitte achten Sie auf evtl. vorgezogene Prüfungen an Ihrer Fakultät."

Dates:	
Exam registration:	06/11/17 - 20/11/17
Re-registration:	15/01/18 - 14/02/18
Lectures end:	25/01/18 (Winter Term 2017/18)
Examination period:	26/01/18 - 09/02/18

Your studies:

Status:	You are enrolled
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Personal information:

Name:	Tony, Tester
Postal code and place of residence:	80335 München
Street:	Lothstr. 34
Private Email:	test@hm.edu
Immatriculation Number:	Just touch this with the mouse

Change personal information

### My Study and Examination Regulations

Thesis	
Title of thesis	Test
Advisor	Franz Abschluss
Mark of thesis (without colloquium)	4,0

Rahmenprüfungsordnung [RaPo]

Allgemeine Prüfungsordnung [APO]

Impressum • Privacy Notice • Contact: [primuss@service.hm.edu](mailto:primuss@service.hm.edu) • Version: 4.113

# Online selection step-by-step

- You will see this screen:
- Click on “Continue with Lottery/Registration”

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Logged in as Tony Tester

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**Applications and Messages**

Continue with Applications and Messages

Stellen Sie vorgegebene Anträge wie z. B. für eine Beurlaubung. Nutzen Sie „Nachrichten schreiben“, um eine freie Nachricht zu schreiben oder formlose Anträge zu stellen. Sie können diese entweder an den Studierendenservice oder an den Bereich Prüfung und Praktikum stellen.

**Notifications**

Continue with Notifications

**Re-registration**

Reregistration not possible, because we are before the period.

Start of reregistration:	15.01.2018 00:00
End of reregistration:	14.02.2018 23:59

**Lottery / Registration**

You can participate in a registration.

Continue with Lottery / Registration

**Announcement of Examinations**

We are now before the period of the announcement of examinations.

**Overview of Marks**

Continue with Overview of Marks

**Registration for Examinations**

Continue with Registration for Examinations

Start of registration:	06.11.2017 00:00
End of registration and start of status:	20.11.2017 23:59

Bitte beachten Sie für die Prüfungsanmeldung die Informationen des Prüfungsausschusses!

# Online selection step-by-step

- Please read all information given on the course selection.
- Click on “Edit Courses in English – Selection for *[desired semester]*”

Please read this.

click

### Courses in English - Selection for Summer Semester 2016

*This course selection does not guarantee your place in a course.  
You will always have to show up for the first session of the course.*

**Help session:** 8th March 9-12am in room T 3.017 (Dachauer Str. 100a)

**Results:** will be published here on March 8th 6pm.

**Cancel courses & Waiting list:** If you haven't received as many courses as you need OR if you want to give back your place in a course come to see us on Wednesday 9th March in T 3.017 (Dachauer Str. 100a) 9:00-12:00am.

Contact: Kathrin Schulze / kathrin.schulze@hm.edu / 089/1265-4311

*please refer to help options on our website first:* [www.hm.edu/courses\\_in\\_english](http://www.hm.edu/courses_in_english) > Course list summer semester 2016

Start of selection for Lottery	Drawing Lots:	End:	
2016-03-04 13:00	2016-03-08 17:00	2016-07-31 12:00	Period of Registration

[Edit Courses in English - Selection for Summer Semester 2016](#)



# Online selection step-by-step

- You can select up to 10 courses. You DO NOT have to select that many.
- It might be a good idea to build in a few back-up courses just to have enough (especially if you need a certain amount of ECTS). You can drop them later.
- Click on “Select 1. Course”.
- The box “Your selection here” appears:

**Lottery / Registration**

- Overview
- Take a look at your selections (as PDF)
- Help (in German)

### Courses in English - Selection for summer semester 2015

Limited places will be allocated by a lottery. Check results on March 10th 2pm.

*This course selection does not guarantee your place in a course. You will always have to show up for the first session of the course.*

Should you not meet the course requirements the lecturer can and will bar you from the course. Please save us and yourself the time and trouble and read all course information carefully before your selection.

**Course Selection:** from 6th March 8am until 10th March 1pm. Select and change your desired courses at any point during that time, no first come first served.

**Need help?**

- See the detailed manual on our homepage for instruction.
- Come to our assisted registration session Tuesday 10th March T 3.017 (Dachauer Str. 100a) 9:00-12:00am.

**Results:** results will be published here on 10th March 2pm.

If you haven't received as many courses as you need OR if you want to give back your place in a course come to see us on Wednesday 11th March in T 3.017 (Dachauer Str. 100a) 9:00-12:00am.

Contact: Kathrin Schulze / kathrin.schulze@hm.edu / 089/1205-4311 *please refer to help options above first*

Start of selection for the lottery: 2015-03-05 09:42 | Lottery: 2015-03-10 13:00 | End: 2015-07-31 16:00 | Period of Registration

**Select 1. Course** List is empty, you can select courses

**Select 2. Course** List is empty, you can select courses

**Select 3. Course** List is empty, you can select courses

**Select 4. Course** List is empty, you can select courses

click

If you haven't received as many courses as you need OR if you want to give back your place in a course come to see us on Wednesday 11th March in T 3.017 (Dachauer Str. 100a) 9:00-12:00am.

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Start of selection for the lottery: 2015-03-05 09:42 | Lottery: 2015-03-10 13:00 | End: 2015-07-31 16:00 | Period of Registration

**Select 1. Course** In process

**Select 2. Course** List is empty, you can select courses

**Select 3. Course** List is empty, you can select courses

**Select 4. Course** List is empty, you can select courses

**Select 5. Course** List is empty, you can select courses

**Select 6. Course** List is empty, you can select courses

**Your selection here**

Drop and sort your selections here! ( max. 3 )

**Brief Instruction:**  
Please drag and drop courses from the course list on the left to the box on the right by using your mouse cursor. Drop them into "Your selection". To remove a selected course just drag it back into the course list. In the same way you can change the **order (= priority)** of "Your selection" by drag & drop according to your preferences. Your changes will be stored automatically as your selections.

# Online selection step-by-step

- Scroll down and select the course of your choice from the course list on the left.
- Click on the green arrow.
- Your selected course will appear in the box.
- Scroll up again and “Select 2. Course”.
- If you want to delete your choice right away, click on the red arrow (in the selection box).
- Repeat as above for as many courses as you want to take.
- After the last selected course (e.g. 8.), just click on the next number (e.g. 9.) to finish.

**Select from List:**

1. [ 001 ] FK01 Addendum - YELLOW - (van Beek) Students enrolled in department 01 will be given priority!	
2. [ 002 ] FK01 Beyond Urban Image - RED - (Lanz) Only for students enrolled in department 01!	
3. [ 003 ] FK01 Repair and Replacement - GREEN - (Langenberg)	
4. [ 005 ] FK02 Special Geotechnical Works - GREEN - (Slominski)	
5. [ 010 ] FK03 CAD (Computer Aided Design) - GREEN - (Larson)	
6. [ 011 ] FK03 Control Systems for Automotive and Aerospace Engineering -	
7. [ 012 ] FK03 Dynamics for Engineers - GREEN - (Wollsteiner)	
8. [ 013 ] FK03 Fatigue and Fracture (MA)* - GREEN - (Rother)	
9. [ 014 ] FK03 Flight Mechanics - GREEN - (Siebold)	

**Your selection here**

Drop your selection here!

**Brief Instruction:**  
Select: Click on the green right-pointing arrow in the courselist. Your subject will then appear in the box "Your selection". Delete selection: Click on the red left-pointing arrow in the box "Your selection". Your changes will be stored automatically as your selections.

**Your selection here**

1. [ 014 ] FK03 Flight Mechanics - GREEN - (Siebold)
--

Drop your selection here!

**Brief Instruction:**  
Select: Click on the green right-pointing arrow in the courselist. Your subject will then appear in the box "Your selection". Delete selection: Click on the red left-pointing arrow in the box "Your selection". Your changes will be stored automatically as your selections.



# Online selection step-by-step

- After you have completed your course selection, you can generate an overview of your course selection (PDF file).

**FÜR ANGEWANDTE WISSENSCHAFTEN MÜNCHEN**

Lottery / Registration

- Overview
- Take a look at your selections (as PDF)**
- Help (in German)

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Start of selection for the lottery: 2015-03-05 09:42  
Lottery: 2015-03-10 13:00  
End: 2015-07-31 16:00  
Period of Registration

**Select 1. Course**  
List is empty, you can select courses

**Select 2. Course**  
List is empty, you can select courses

# Results of course selection

- Results will be published in PRIMUSS after the lottery.
- You will have to login and click „Edit course selection“ again.
- Courses you received will appear green, those you did not receive, red.

**View 5. Subject**  
1st Run

1. [020] FK13 German Grammar in English for international students - TEST - Block *This is just a test. Please ignore.* received

**View 6. Subject**  
1st Run

1. [021] FK13 Big Brother is watching you. Cultures of surveillance (green) - TEST - Järvenpää *This is just a test. Please ignore.* not received

- **Note: This is not the final enrolment!** Always attend the first session of your courses or confirm with your lecturer (in case of online teaching).