Hochschule München University of Applied Sciences International Office

# PRIMUSS Manual for Courses in English Online Selection / Lottery





#### **General information**

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- 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 <u>online course list</u>. 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 <u>timetable</u> to see when those courses take place. Course times might overlap! Make up your own timetable.



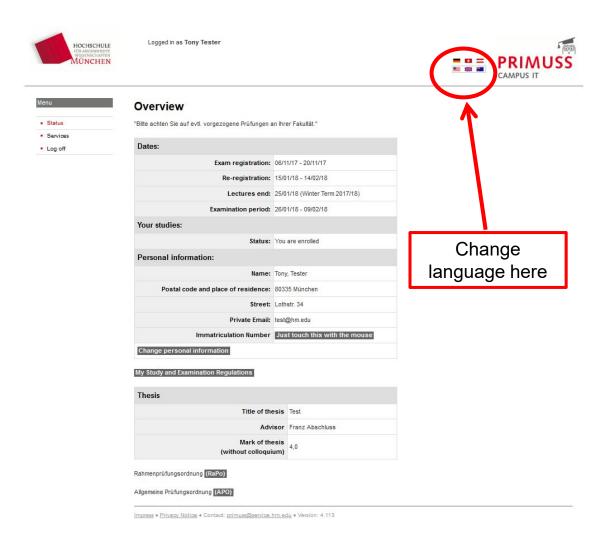
# **Courses in English – Online course selection**

#### **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.



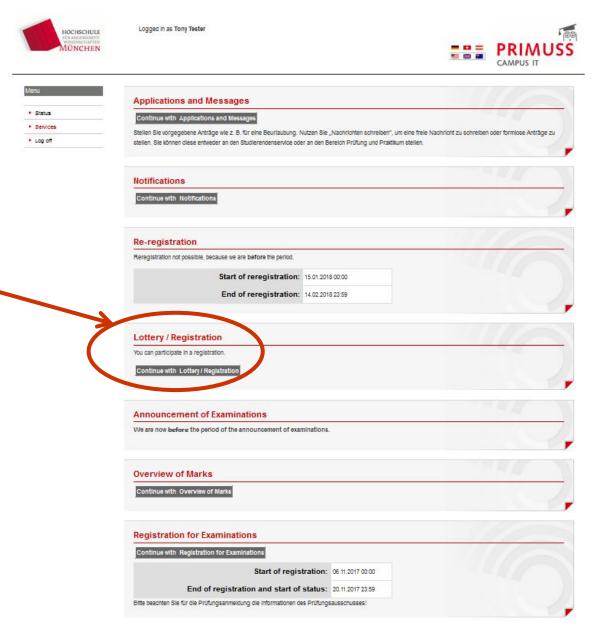
- Login to PRIMUSS after having activated your account: <a href="https://www3.primuss.de/cgi-bin/login/index.pl?FH=fhm">https://www3.primuss.de/cgi-bin/login/index.pl?FH=fhm</a>
- You will need your student ID card.
- See the "yellow sheet" you received from our International Office for more information.





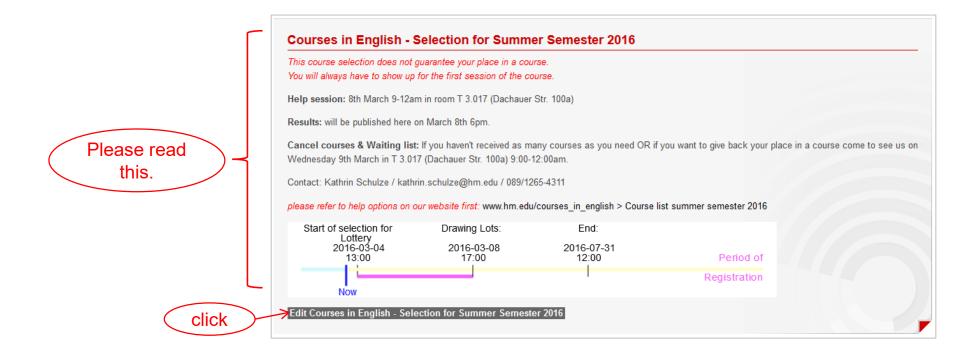
You will see this screen:

Click on "Continue with Lottery/Registration"





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



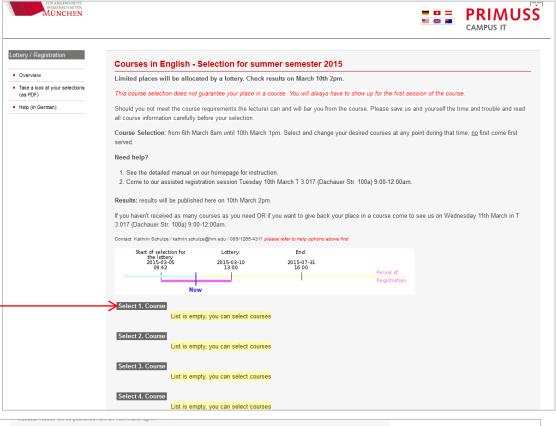


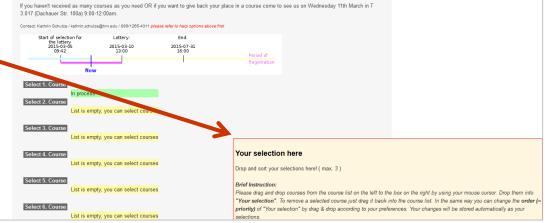
- You can select up to 10 courses. You DO NOT have to select that many.
- It might be a good idea to build in a few back-up courses just to have enough (especially if you need a certain amount of ECTS). You can drop them later.

click

Click on "Select 1. Course".

The box "Your selection here" appears:

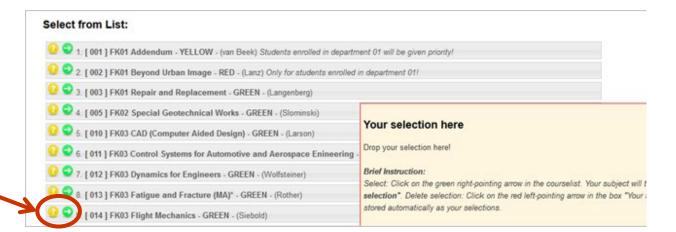






- Scroll down and select the course of your choice from the course list on the left.
- Click on the green arrow.

- 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.



#### Your selection here

0 1. [ 014 ] FK03 Flight Mechanics - GREEN - (Siebold)

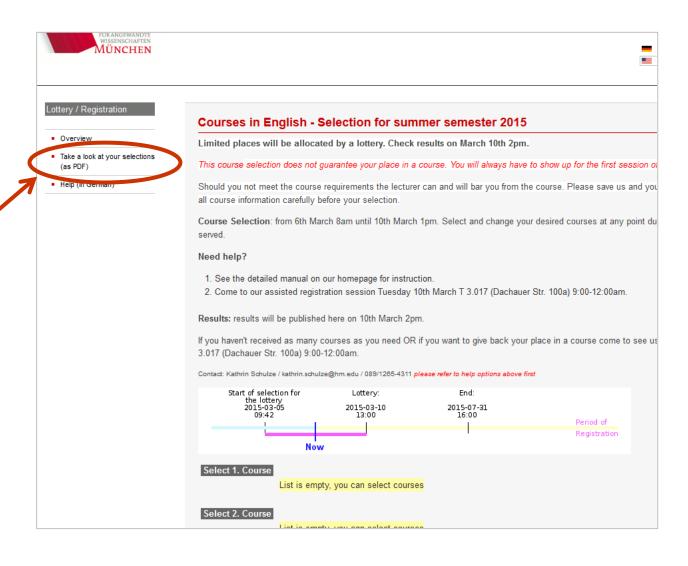
Drop your selection here

#### 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.



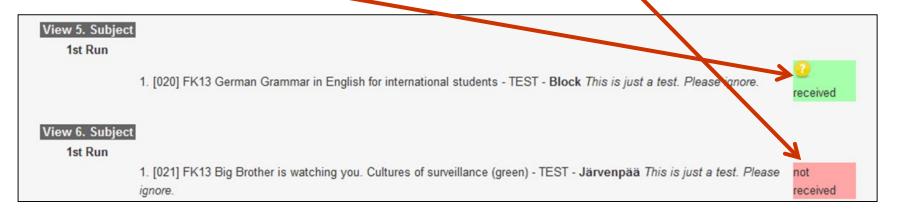
 After you have completed your course selection, you can generate an overview of your course selection (PDF file).





#### 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.



 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).

