INSTRUCTIONS FOR STUDENTS:
COURSE REGISTRATION VIA HISPORTAL IN ORDER TO RECEIVE GRADES ONLINE

ALL students studying BA Kuwi/BA IKG/MEK/MICS/KGMOE/MASS/MA Literaturwissenschaft/MES) have to register their classes online using „Hisportal“ starting summer term 2012 in order to receive their grades/Transcript of records
1. Log in on Hisportal
2. Click „Prüfungsverwaltung“

1. Click „Prüfungsverwaltung“ and you will see this screen
2. Then click „Prüfungsan- und -abmeldung“ (log-in/log-off for classes)
Before you can register you have to read the given information and check the box „ICH AKZEPTIERE“ to accept the terms of agreement.

You have to check this box, otherwise you cannot register for classes.
Now choose your degree program

All cultural sciences (Kuwi-)Bachelor students click „Kuwi-BA-Leistungen“
**All Master Students:**

All Master students first need to click on „Kuwi-Master-Leistungen“; then the listing of all available Masters will open.
MES Students

MESI-students click on “MES-Module“ then the listing with all available MES-Modules and courses opens up
Bachelor students: Choose the correct module:

When you click on „Kuwi-BA-Leistungen“ the listing with the Kuwi-modules opens up.
**Bachelor Students:**

Now you can click on the module you took a class in – it will open into „Einführung“ (introduction classes with 6 ECTS) and „Vertiefung“ (higher semester classes with 8 ECTS). Choose the module you took your class in.
By clicking on a module the listing opens up and all the classes in this module will be shown:

1. If you click on Kulturgeschichte-Einführungen for example, you will see all classes that have been offered in that module for the current semester.

2. Now you need to click on the class which you took – the information for the class will be listed. Now click „Prüfung anmelden“ (register for class).
THEN CLICK ON „PRÜFUNG ANMELDEN“ (GREEN WRITING) AND YOU WILL SEE THIS SITE:

Now click „JA“ (yes) to register
REGISTRATION SUCCESSFUL:

After the registration has been confirmed by clicking „JA“ you will receive this confirmation generated by the system. The status will say „OK“ and you will also receive an email confirming your registration (E-Mail will be sent to your EUV student-Email-account)
After your registration has been confirmed, you can either register for more classes or log-off.

Weitere Prüfungen anmelden – register for more classes

Startseite – back to Hisportal Homepage

Abmelden – log off
IMPORTANT:

- You always have to choose the MODULE in which you would like to receive the credit in FIRST – in the module listing you will then see all available classes that are offered in the module.

- If a class has more than one module listing, this class will appear in all the modules where it is listed in. This is also the case when a class is „Einführung“ as well as „Vertiefung“. Refer to the course catalogue (KVV – Kommentiertes Vorlesungsverzeichnis) for the available modules for a class. This is the reason why you need to choose the module first and then „Einführung“/“Vertiefung“ before you choose your class.
You only need to register online so you can receive your grades/TRANSCRIPT OF RECORDS at the end of each term. You do NOT need to register via Hisportal in order to attend a class! (Although, you might have to register via Email or Moodle for certain classes – see KVV for information on each class.)

You don\'t have to register for classes via Hisportal in order to take the exam (unlike the business administration students)! You can register shortly before or after taking a written/oral exam or handing in a term paper or essays!

Be aware that oralexams / written exams usually only take a few days until they are graded, so make sure you register for the class right before/right after taking the exam!

Until you have been assigned you grade you can choose/change the module yourself. Just sign off a registered class and then re-register using the correct module this time.
ALL KUWI-MASTER AND MES STUDENTS:

- Course registration works just like explained for Bachelor-Students. You first click on your degree program (for example MICS - Master of Intercultural Communication Studies), then you chose the module and then the class. ECTS-Points will be assigned to you by the teacher regarding the type of your academic performance (3,6 or 9 ECTS) when he assigns your grade.