



HOCHSCHULE  
FÜR ANGEWANDTE  
WISSENSCHAFTEN  
MÜNCHEN

# **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. You will need your student ID card. See the “blue sheet” you received from our International Office for more information.
- You will see this screen:

**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:	Period of Registration
2016-03-04 13:00	2016-03-08 17:00	2016-07-31 12:00	

Now

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

Please read this.

click

- Please read all information given on the course selection.
- Click on “Edit Courses in English – Selection for summer semester 2016”



# Online Selection Step-by-step

- You can select up to 15 courses. You DO NOT have to select that many.

- Click on “Select 1. Course”.

**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 18:00 | End: 2015-07-31 18:00 | Period of Registration

**click** → 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

- The box “Your selection here” appears:

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 18:00 | End: 2015-07-31 18:00 | Period of Registration

**In process**

Select 1. Course

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 a course from the course list on the left. Drag and drop the course with your mouse into the box “Your Selection here” on the right.

**Selection List**

- 1. [ 001 ] FK05 Plant Engineering - GREEN - (Herz)
- 2. [ 005 ] FK05 Business Game General Management - YELLOW - (Delp) *Students enrolled in department 05 will be given priority.*
- 3. [ 006 ] FK07 Network Management - GREEN - (Soceanu)
- 4. [ 007 ] FK09 Marketing (Group 1) - YELLOW - (Döhl) *Students enrolled in department 09 will be given priority.*
- 5. [ 008 ] FK03 Control Systems for Automotive and Aerospace Engineering - GREEN - (Siebold)
- 6. [ 009 ] FK06 Design of integrated circuits (MA)\* - GREEN - (Fischer, Mezzogiorno)

**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.

- The course will appear in the box:

**Your selection here**

28. [ 022 ] FK13 Sustainability: Thinking, Planning and Action (green) - TEST - (Evans) *This is just a test. Please ignore.*

**Your selection is saved!**

**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.

- Scroll up again and “Select 2. Course”. Repeat as above for as many courses as you want to take.



# Online Selection Step-by-step

- You can always generate a pdf file of your selections. After the lottery is over you can generate a pdf of your results.

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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 a course.*

Should you not meet the course requirements the lecturer can and will bar you from the course. Please save us and you 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 this period.

**Need help?**

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- 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 Tuesday 10th March 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 above first*

Event	Start	End
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

Now

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

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



# Online Selection Step-by-step

## Results

- Results will be published in PRIMUSS after the lottery.
- You will have to login and click „Edit course selection“ again (see page 3).

<b>View 5. Subject</b> 1st Run	1. [020] FK13 German Grammar in English for international students - TEST - <b>Block</b> <i>This is just a test. Please ignore.</i>	
<b>View 6. Subject</b> 1st Run	1. [021] FK13 Big Brother is watching you. Cultures of surveillance (green) - TEST - <b>Järvenpää</b> <i>This is just a test. Please ignore.</i>	

