PRIMUSS Manual

for
Courses in English Online Selection / Lottery
Courses in English

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:

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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 > Course list summer semester 2016
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- 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”.

- The box “Your selection here” appears:
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.

- The course will appear in the box:

- 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.
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).

![View 5. Subject](image)

![View 6. Subject](image)