

How to register for exams online – Exchange students

Content

How to login to PRIMUSS	1
How to open the exam registration area	2
How to select Courses	3
a. Courses offered in your study programme (in German or in English but not listed as Courses in English)	3
b. Courses in English (listed on the Courses in English website and flyer).....	4
c. Courses offered from department 13 – General studies (e.g. German language courses).....	6
d. Courses from other study programmes (in German or in English but not listed as Courses in English)	6
Cancellation of a Course and print application	7
FAQs	8

How to login to PRIMUSS

1. To register for exams online you need to login to PRIMUSS. To get to the PRIMUSS website open the following link:
<https://www1.primuss.de/cgi/Sesam/sesam.pl?FH=fhm>
2. You can change the language by clicking “English version”.
3. Enter your data to login to the system

HOCHSCHULE
FÜR ANGEWANDTE
WISSENSCHAFTEN
MÜNCHEN

English version

Shibboleth
Hilfe / FAQ

Hochschule München - Login

Sie haben Zugriff auf eine geschützte Seite verlangt: **PRIMUSS - Online-Dienste für Studierende ermöglichen den Zugriff Studienbescheinigungen, Notenblatt, Prüfungsanmeldung etc., die für Ihr Studium wichtig sind.**

Dieser Single Sign-On ermöglicht Ihnen Zugriff auf verschiedene geschützte Ressourcen, ohne dass Sie sich jedes Mal erneut anmelden müssen.

Bitte geben Sie Benutzername und Passwort ein und drücken Sie anschließend den **Login**-Knopf um fortzufahren.

Benutzername:

Passwort:


Inhalt der übertragenen Daten im folgenden Fenster anzeigen und bestätigen.

> **Passwort vergessen?**
Wenn Sie Ihr Passwort vergessen haben, können Sie es über die [Online-Services](#) der zentralen IT mit Hilfe Ihrer PIC und Ihres Benutzernamens neu setzen.

> **Missbrauch verhindern!**
Aus Sicherheitsgründen empfehlen wir Ihnen, dieses Browserfenster nach dem Besuch unserer Seiten zu schließen und nicht für das weitere Surfen im Internet zu verwenden. Dieser Hinweis gilt insbesondere dann, wenn Sie unsere Seiten von einem öffentlichen Ort aus nutzen (z.B. PC-Pool, Bibliothek oder Internet-Café).

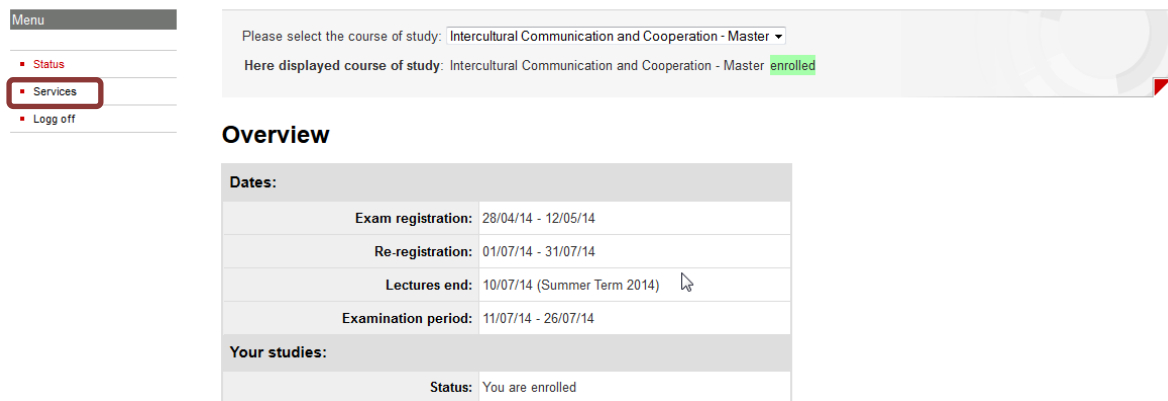
International Office – international-office@hm.edu

Contact point: information desk – main entrance Lothstraße 34 – 80335 München
Monday: 9.00-12.00 am | Tuesday and Thursday: 2.00-4.00 pm (Update: 04/2016)

4. If you experience any problems with the login process please try to use a different browser. Login works best if you use Mozilla Firefox  (c: <https://www.mozilla.org/en-US/firefox/new/>)

How to open the exam registration area

5. Click on “Services” on the right after you are logged in to the PRIMUSS system.



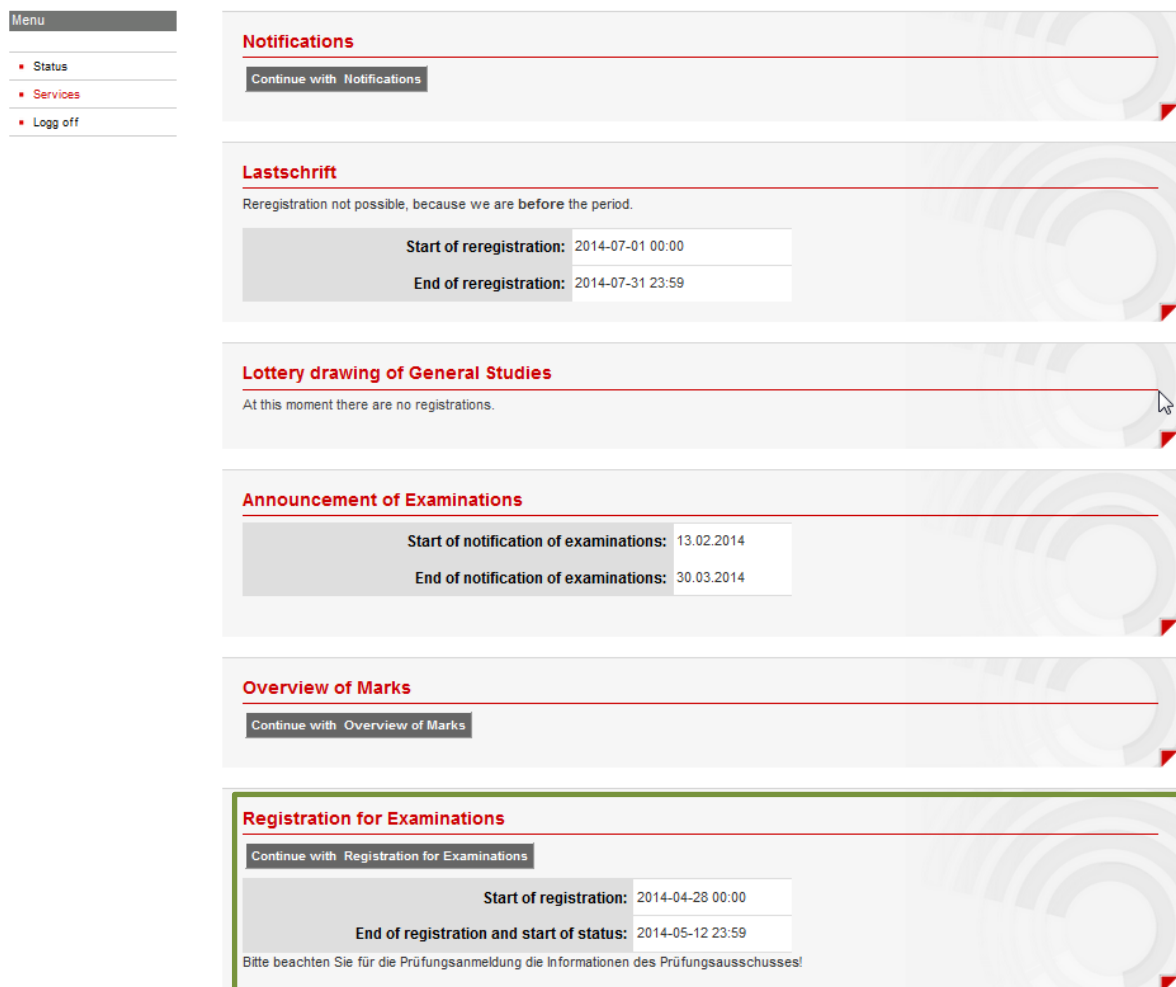
The screenshot shows the PRIMUSS system interface. On the left, there is a 'Menu' with options: Status, Services (highlighted with a red box), and Logg off. The main content area shows a course selection dropdown set to 'Intercultural Communication and Cooperation - Master'. Below this, it says 'Here displayed course of study: Intercultural Communication and Cooperation - Master enrolled'. The 'Overview' section contains a table of dates:

Dates:	
Exam registration:	28/04/14 - 12/05/14
Re-registration:	01/07/14 - 31/07/14
Lectures end:	10/07/14 (Summer Term 2014)
Examination period:	11/07/14 - 26/07/14

Below the dates, there is a 'Your studies:' section with a table:

Status:	You are enrolled
---------	------------------

6. Scroll to the bottom of the new page to “Registration for Examinations” and click on “Continue with Registration for Examinations”.



The screenshot shows the PRIMUSS system interface with several sections. The 'Notifications' section has a button 'Continue with Notifications'. The 'Lastschrift' section has a message: 'Reregistration not possible, because we are before the period.' and a table:

Start of reregistration:	2014-07-01 00:00
End of reregistration:	2014-07-31 23:59

The 'Lottery drawing of General Studies' section has a message: 'At this moment there are no registrations.' The 'Announcement of Examinations' section has a table:

Start of notification of examinations:	13.02.2014
End of notification of examinations:	30.03.2014

The 'Overview of Marks' section has a button 'Continue with Overview of Marks'. The 'Registration for Examinations' section (highlighted with a green box) has a button 'Continue with Registration for Examinations' and a table:

Start of registration:	2014-04-28 00:00
End of registration and start of status:	2014-05-12 23:59

Below the table, there is a message: 'Bitte beachten Sie für die Prüfungsanmeldung die Informationen des Prüfungsausschusses!'

7. The “registration for Examinations” page will be opened.

Registration for Examinations of Summer semester 2014

Period of registration

Start of registration: 2014-04-28 00:00
End of registration and start of status: 2014-05-12 23:59

! Bitte beachten Sie für die Prüfungsanmeldung die Informationen des Prüfungsausschusses !

Bei Rückfragen wenden Sie sich bitte an den für Sie zuständigen [SachbearbeiterIn](#) im Bereich Prüfung und Praktikum.

Bitte drucken Sie sich das PDF der Anmeldung aus (siehe Menü links). Dieses PDF gilt als Nachweis der erfolgten Prüfungsanmeldung.

Key for Status:

- = select study course
- = open list
- = close list
- = delete is active

Color Table:

- = up to current term
- = higher terms
- = registered
- = voluntary (just for fun)

Course of Study	NoteSemStatusSC	Assignment
Wahlfächer ihres Studienganges (freiwillig)	9	select from list
Wahlfächer aus anderen Studiengängen (freiwillig)	9	select from list

Version: 4.076 * Impress * Support Question: primuss@service.hm.edu

How to select Courses

8. There are different lists from which you can choose your subjects:

- Courses offered in your study programme (in German or in English but not listed as Courses in English)
- Courses in English (listed on the Courses in English website and flyer)
- Courses offered from department 13 – General studies (e.g. German language courses)
- Courses from other study programmes (in German or in English but not listed as Courses in English)

a. Courses offered in your study programme (in German or in English but not listed as Courses in English)

Make sure that you know in which study programme you are enrolled in.

- How to find out this information?

Get your “Zulassungsbescheid” (white sheet) from the Orientation Days. On this sheet you can find the information in which study programme you are enrolled in.

To choose Courses from the study programme you are enrolled in, click on the “list button” after **Wahlfächer Ihres Studienganges (freiwillig) (Elective subjects from own study programme)**

Course of Study	NoteSemStatus SC	Assignment
Wahlfächer ihres Studienganges (freiwillig)		shut list / select from list

A list with all Courses offered in your study programme will appear, sorted by alphabet. Scroll through the list to find your Course(s). Click on the radio button in front of the course to choose and register this course. (Example: Betriebswirtschaft Bachelor)


A screenshot of a course selection interface. It features a vertical list of courses, each preceded by a radio button and a yellow question mark icon. The courses listed are:

- BW 127 Abgabenordnung und Zollrecht **Kießling E./Dürndorfer /Diemer St.**
- BW 053 Aktienkursprozesse/Portfolioanalyse **Galata/Scheid**
- BW 021 Anwendungen und Systeme der Wirtschaftsinformatik **Lauser/Greiner**
- BW 200 Anwendungen und Systeme der Wirtschaftsinformatik SP **Günzel/Lauser**
- BW 201 Anwendungen und Systeme der Wirtschaftsinformatik StA/Kol **Lauser/Günzel**
- BW 172 Anwendung ökonomischer Methoden in der empirischen Wirtschaftsforschung **Scheid/Galata**
- BW 089 Arbeits- und Sozialrecht **Holzappel/Schweitzer J.**
- BW 103 Ausgewählte Probleme des Logistik- und Produktionsmanagements **Schneider W./Holzner T.**
- BW 043 Außenwirtschaft und Umweltpolitik **Lankes**
- BW 086 B2B Marketing und Sales-Management **Hofmaier/Hiemeyer**
- BW 072 Bankmanagement **Dierolf/Schäffler C.**
- BW 026 Bericht zum praktischen Studiensemester **Dandl**
- BW 098 Beschaffungslogistik & Supply Management **Klug/Steinicke**
- BW 150 Besser kommunizieren (Theorie und Praxis) **Fallbacher/Dandl**
- BW 108 Bilanzanalyse und Unternehmensbewertung **Trauttmansdorff/Rodt**
- BW 003 Bilanzierung und Jahresabschluss **Trauttmansdorff/Rodt**
- BW 120 Bilanzsteuerrecht und Gewerbesteuer **Huber-Jahn/Ruhnke**
- BW 176 Börse und Kapitalmarkt **Junker/Dierolf**
- BW 082 BtB-Marketing und Sales Management **Hofmaier/Hiemeyer**

The Course you have chosen will be activated (green) and you can select more courses by opening the next list button (in the line underneath the activated green course).

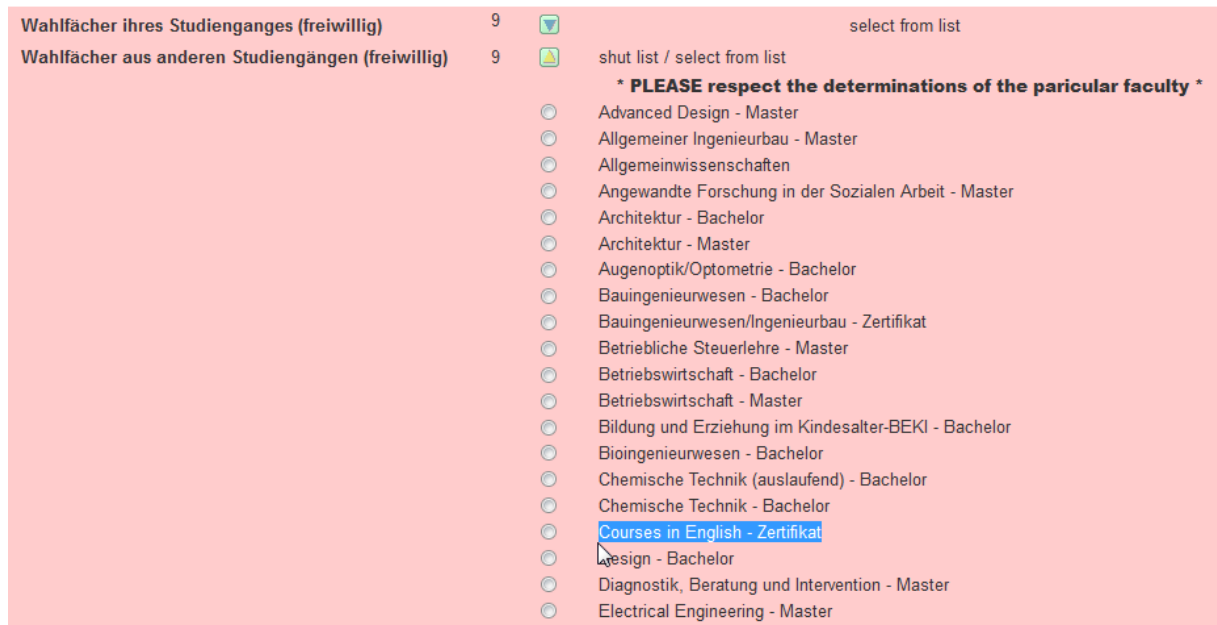
A screenshot of a course selection interface. It shows a table with columns for 'Wahlfächer aus anderen Studiengängen (freiwillig)', a question mark icon, a number '9', a trash icon, 'AW', and '099 The American Language - History and Culture Block'. The row is highlighted in green. Below the table, there is a blue button labeled 'aus Liste der Fächer auswählen'.

b. Courses in English (listed on the Courses in English website and flyer)

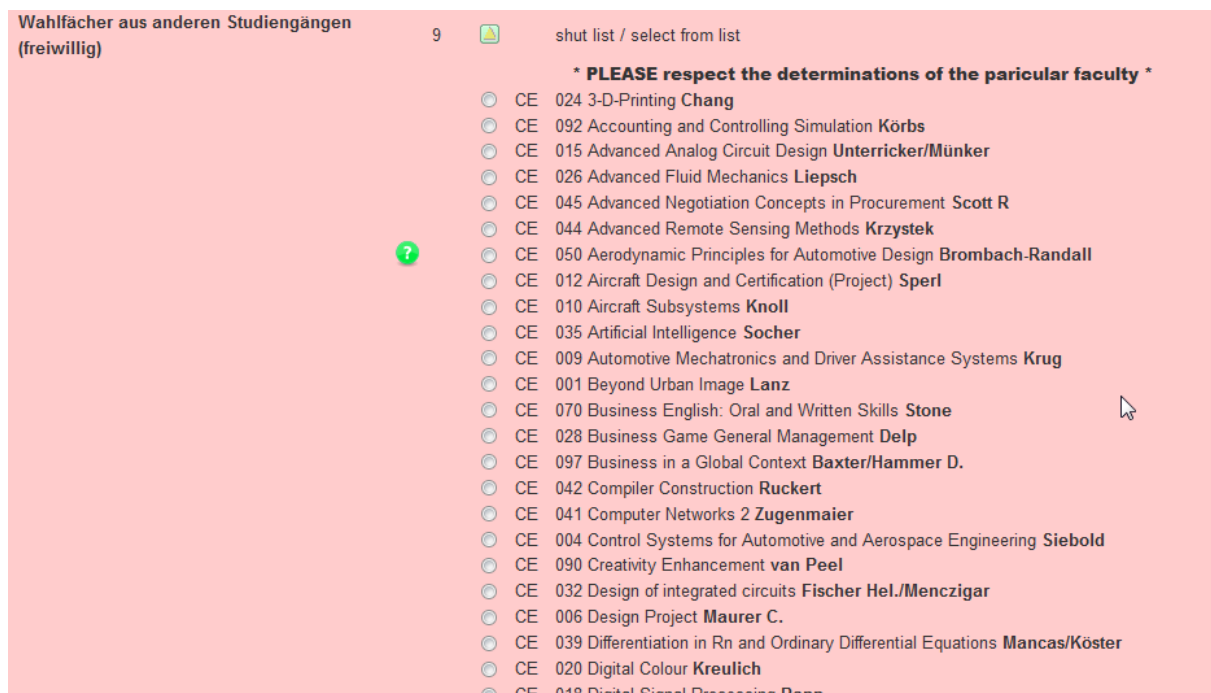
To choose Courses from the Courses in English offer, click on the “list button”  after **Wahlfächer aus anderen Studiengängen (freiwillig) (Elective subjects from other study programmes)**

Course of Study	Note	Sem	Status	SC	Assignment
Wahlfächer ihres Studienganges (freiwillig)	9				select from list
Wahlfächer aus anderen Studiengängen (freiwillig)	9				select from list

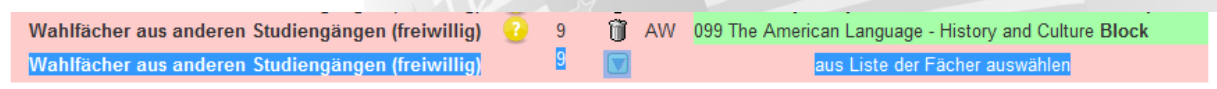
A list with all study programmes offered at MUAS will appear, sorted by alphabet. Scroll through the list to find “ Courses in English – Zertifikat”. Click on the radio button in front of the course to open the list with Courses in English.



A list with all Courses in English offered will appear, sorted by alphabet. Scroll through the list to find your Course(s). Click on the radio button in front of the course to choose and register this course.



The Course you have chosen will be activated (green) and you can select more courses by opening the next list button (in the line underneath the activated green course).






Please note: Courses in English offered by department 13 – General studies are not listed under Courses in English but under Allgemeinwissenschaften. How to find them is explained under c. Courses offered from department 13 – General studies (e.g. German language courses)

International Office – international-office@hm.edu

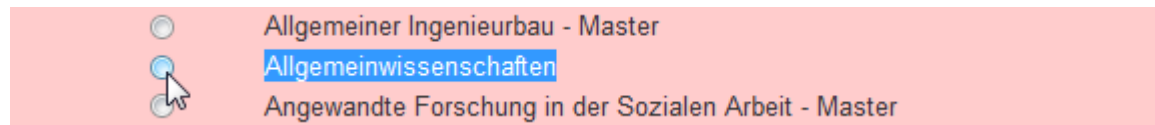
Contact point: information desk – main entrance Lothstraße 34 – 80335 München
 Monday: 9.00-12.00 am | Tuesday and Thursday: 2.00-4.00 pm (Update: 04/2016)

c. Courses offered from department 13 – General studies (e.g. German language courses)

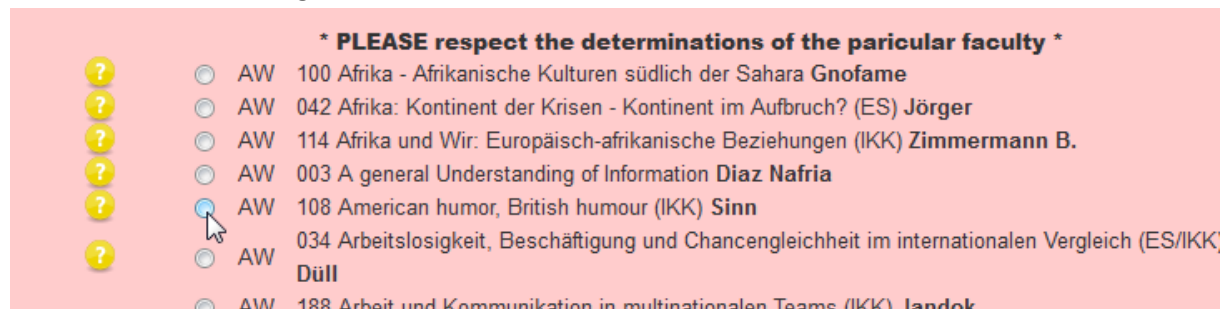
To choose Courses from department 13 – General Studies, click on the “list button”  after **Wahlfächer aus anderen Studiengängen (freiwillig) (Elective subjects from other study programmes)**

Course of Study	Note	Sem	Status	SC	Assignment
Wahlfächer ihres Studienganges (freiwillig)	9				select from list
Wahlfächer aus anderen Studiengängen (freiwillig)	9				select from list

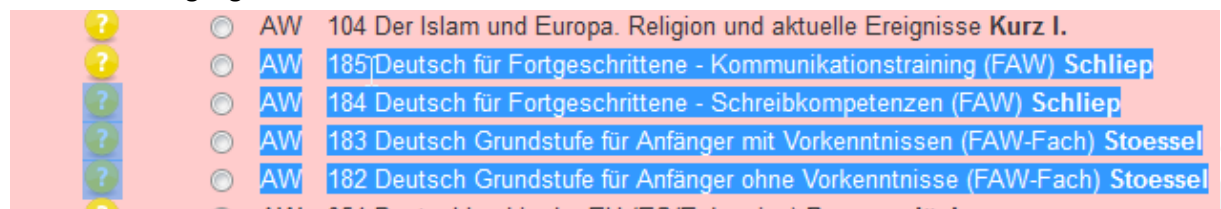
A list with all study programmes offered at MUAS will appear, sorted by alphabet. Scroll through the list to find “Allgemeinwissenschaften”. Click on the radio button in front of the course to open the list with Courses in English.



A list with all Courses offered in department 13 – General Studies will appear, sorted by alphabet. Scroll through the list to find your Course(s). Click on the radio button in front of the course to choose and register this course.




Or German language Courses:



The Course you have chosen will be activated (green) and you can select more courses by opening the next list button (in the line underneath the activated green course).

Wahlfächer aus anderen Studiengängen (freiwillig)		9		AW 099 The American Language - History and Culture Block
Wahlfächer aus anderen Studiengängen (freiwillig)		9		aus Liste der Fächer auswählen

d. Courses from other study programmes (in German or in English but not listed as Courses in English)

To choose Courses from any other study programme offered at MUAS, click on the “list button”  after **Wahlfächer aus anderen Studiengängen (freiwillig) (Elective subjects from other study programmes)**

Course of Study	Note	Sem	Status	SC	Assignment
Wahlfächer ihres Studienganges (freiwillig)	9		<input checked="" type="checkbox"/>		select from list
Wahlfächer aus anderen Studiengängen (freiwillig)	9		<input type="checkbox"/>		select from list

A list with all study programmes offered at MUAS will appear, sorted by alphabet. Scroll through the list to find the study programme you want to select courses from. Click on the radio button in front of the course to open the list with all Courses from the Study programme (example: Wirtschaftsingenieurwesen Bachelor)

- Tourismus-Management - Master
- Unternehmensführung - Bachelor
- Verpackungstechnik (Packaging Technology) - Master
- Wirtschaftsinformatik - Bachelor
- Wirtschaftsinformatik - Master
- Wirtschaftsingenieurwesen Automobilindustrie - Bachelor
- Wirtschaftsingenieurwesen - Bachelor**
- Wirtschaftsingenieurwesen (konsekutiv) - Master
- Wirtschaftsingenieurwesen Logistik - Bachelor
- Wirtschaftsingenieurwesen (Weiterbildung) - Master

Take Selection

A list with all Courses offered in this study programme will appear, sorted by alphabet. Scroll through the list to find your Course(s). Click on the radio button in front of the course to choose and register this course.

*** PLEASE respect the determinations of the particular faculty ***

- ? WI 800 Aerodynamic Principles for Automotive Design **Brombach-Randall**
- ? WI 311 Angewandte Technik - PA **Mauerer/Zwicknagl**
- ? WI 312 Angewandte Technik - PA **Menzel N./Straub M.**
- ? WI 308 Angewandte Technik - SP **Hoffmann E.**
- ? WI 306 Angewandte Technik - SP **Anzinger**
- ? WI 316 Angewandte Technik - StA **Niessner**
- ? WI 315 Angewandte Technik - StA **Raber**
- ? WI 442 Automatisierung und Sensorik **Glas/Mauerer**
- ? WI 443 Automatisierung und Sensorik **Glas/Mergens**
- ? WI 858 Automotive Produktentwicklung **Ruppert**
- ? WI 119 Betriebswirtschaftslehre **Sachenbacher H.**
- ? WI 540 Biotechnologisches Praktikum **Trebesius**
- ? WI 491 Bioverfahrenstechnik **Huber R.**
- ? WI 226 Buchführung und Bilanzierung **Englbrecht A.**
- ? WI 225 Buchführung und Bilanzierung **Lengmüller**

The Course you have chosen will be activated (green) and you can select more courses by opening the next list button (in the line underneath the activated green course).

Wahlfächer aus anderen Studiengängen (freiwillig)	<input checked="" type="checkbox"/>	9	<input type="checkbox"/>	AW	099 The American Language - History and Culture Block
Wahlfächer aus anderen Studiengängen (freiwillig)	<input type="checkbox"/>	9	<input checked="" type="checkbox"/>		aus Liste der Fächer auswählen

Cancellation of a Course and print application

9. If you want to cancel a course, click on the -button in front of the activated green course.

10. PDF-registration on the left means, you can print a PDF with the courses you have selected. This paper is for your own records.

FAQs

> I registered for the wrong course. How can I change it?

It doesn't matter if you registered online for the wrong course.

First of all, you don't have to take the exam you registered for. It will not be listed in your Transcript of Records. But you can delete the course if it is still registration period. How to do it?

Please see No 9.

> Do I have to take all exams I registered for?

No, you don't have to. If you don't want to take an exam don't show up at exam date. The exam will not be listed in your Transcript of Records.

> My course doesn't have an exam. I have to hand in an essay, project, presentation ...? Do I still need to register?

YES! Without registration, your grade will not appear on your transcript! Even if you don't have a final exam in one of your courses, but, for example, a project, you still need to register this course!

> I can't find some courses on the online registration. Where can I find them?

First, check the How-to-register-information above and follow the instructions.

If you still don't find all the courses, contact your departmental coordinator or come to the International Office contact point during office hours so we can help you find your course.

> Can I repeat an exam in the next semester if I stay for two semester?

Yes, this is possible. Just register again for the exam in the next semester.

> I am on the waiting list for a course. Can I register later for the exam?

No, this is not possible. Register now for the exam. If you won't be able to attend the classes because it's too full just don't show up at the exam.

> I can find my course but there is another teacher listed in the online registration. How can I find my teacher?

Sometimes one Professor coordinates a course but some other teachers are helping him and they are teaching the subject, too. In this case, the course is just listed under the coordinating professor's name but the courses have the same content and it's only one exam. If you aren't sure if the course is the right one, ask your teacher which one is the correct course.

> Where can I find the German Courses in the online registration form?

You can find them under the column "Allgemeinwissenschaften" - you won't find them on the "Courses in English" list!

The following German Courses can be found there:

- (FAW-Fach) **German Grammar in English for International Students (-A0)**
- (FAW - Fach) **Deutsch als Fremdsprache I (a+b)** – Course for absolute beginners (– A1)
- (FAW - Fach) **Deutsch als Fremdsprache II (a+b)** – Course for advanced beginners (-A2)
- (FAW - Fach) **Deutsch als Fremdsprache III** – Beginners with prior knowledge (-B1)
- (FAW - Fach) **Deutsch fürs Studium** – Course for fluent speakers (-C1)

> **Are also block courses or courses without an exam to be registered in order to appear on my transcript of records?**

YES, absolutely. No appearance of any courses, block courses or pre-semester courses without registration! Even without official exams, the grades of project seminars etc. can only be included in Transcript of Records with proper registration of the course.

> **I don't have any courses to select. It says: "No course of studies available. Your list of selectable course of studies is empty."**

Please contact us immediately via Email!

> **I can't find the Courses from Department 13 – General Studies. Where are they?**

Courses from department 13 – General Studies can be found under "Allgemeinwissenschaften"



> **Exam registration time is over and I forgot to register!?!**

We don't hope this question will come up. Please make sure to register during exam registration time. Only in exceptional cases a registration for some courses is possible after exam registration period has ended. No guarantee to take part in the exam can be given if you didn't register during exam registration time properly.