How to register for exams online – Exchange students

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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

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.

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

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**Overview**

### Dates:
- **Exam registration**: 26/04/14 - 13/05/14
- **Re-registration**: 01/07/14 - 28/07/14
- **Lectures end**: 16/09/14 (Summer Term 2014)
- **Examination period**: 26/07/14 - 26/08/14

### Your studies:
- **Status**: You are enrolled

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**Notifications**

### Registration for Examinations
- **Start of registration**: 24/04/2014 00:00
- **End of registration and start of states**: 31/04/2014 23:59

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**Lastschrift**

***Reregistration is not possible, because we are before the period.***

- **Start of reregistration**: 2014-07-01 00:00
- **End of reregistration**: 2014-08-01 23:59

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**Lottery drawing of General Studies**

No lotteries are currently available.

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**Announcement of Examinations**

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

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**Overview of Marks**

### Registration for Examinations
- **Start of registration**: 24/04/2014 00:00
- **End of registration and start of states**: 31/04/2014 23:59

Bitte beachten Sie die Prüfungsanmeldung der Information des Prüfungsausschusses!
7. The “registration for Examinations” page will be opened.

How to select Courses

8. There are different lists from which you can choose your subjects:
   a. Courses offered in your study programme (in German or in English but not listed as Courses in English)
   b. Courses in English (listed on the Courses in English website and flyer)
   c. Courses offered from department 13 – General studies (e.g. German language courses)
   d. 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)

   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)
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).

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)

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)
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).

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).

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).
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).

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.

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).

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 furs 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.