How to Register for Modules/Courses

This is intended for undergraduate first-year students – but the same general principles apply to all students at Constructor University!
Course Registration: General Information

1. **First, identify which modules you need and want to take!** Depending on your study program, you will have some mandatory modules and some mandatory electives. Typically, a first-year student should be taking 5 modules in their first semester: three CHOICE modules, one Methods/Skills module and one Language or Humanities module. Check the study program handbook for your study program on the website and talk to your academic advisor to find out which modules to take.

2. **Register for your modules/courses via campusnet** (see following slides)

3. **Each module contains one or more module components** (“courses”). Make sure to register for all the components of a module, not just for the module itself!

4. Registration is open for a **regular registration period** and later re-opens for the **drop/add period** each semester. Use the regular registration period to register and then use the drop/add period to make changes to your registrations if necessary. Note that some modules/module components may have different drop/add periods or none at all!

5. Details on the dates and additional information are sent out in an **information e-mail** to the students when registration begins. You can also check the dates for the semester in the **Academic Calendar** on the Constructor University website.
How to Register for your Modules

- Log into Campusnet with your credentials
- From the startpage, click on „Courses“
Click on „Course Registration“ and then on „Register for Courses“
If you’re a first-year student, click on „Year 1“.
You can now click through the categories to find a module you need. Let’s start with the mandatory CHOICE modules.
This is a module.
The blue part contains the name and information of the module itself.
Below that, the white boxes show you the components of the module. This module has got two components, CH-230-A and CH-230-B.
You will need to register for the general module first and then for both of these components.
Start by registering for the module (blue part).
Follow the steps to confirm your registration.
Click on „Back to Registration“.
- Now that you are registered for the module itself, you can register for its components.
- You can see that you are registered for the module because it offers you to „cancel“ (blue part). For the components (white parts), it offers you to „register“.
- Click on „register“ for component CH-230-A and follow the same steps as for the module.
- Now you are registered for the module and for the first of its components. Don’t forget to register for component CH-230-B now!
- Then go back to “Year 1“ and repeat this process for any module you need. You will find Methods/Skills, Language and Humanities modules under „Constructor Track“.
- Always make sure to register for all of the module components. Sometimes you may also need to choose a subgroup within the component.
- Under „Registration Status“, you can see which of your registrations have been accepted.

- Please note that module and module component registrations show separately. A module may have been accepted while its components are still „pending“.

- It is normal for registrations to be „pending“ until a few days after the end of the registration period.
Under „my courses“, you can see all of your accepted courses/module components. These will also appear in your schedule on campusnet.
Any questions?

If you are unsure which modules to take, you can:
1. check the study program handbook for your study program on the Constructor University website
2. address your academic advisor
3. contact Academic Advising Services for questions your academic advisor is unable to answer

If you run into difficulties with the registration on campusnet, you can find support here:
1. The student helpdesk set up during the arrival week
2. The FAQ Section on the Registrar Services Website:
   https://info.constructor.university/registrar_services/student-faq-course-registration
3. If you cannot find the answer there, contact Registrar Services for support:
   kholst@constructor.university (Computer Science and Engineering programs and all graduate programs)
   or
dwinterbernardo@constructor.university (Natural Sciences, Social and Business Sciences)
Happy registration and enjoy your classes!