

# 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“

The screenshot shows the Constructor University CampusNet interface. The top navigation bar includes links for Home, Application Overview, Dashboard, My Data, Courses, Course Catalogue, Academic Results, Student Jobs, and Searches. A red arrow points to the 'Courses' link. The left sidebar lists various user options. The main content area shows a welcome message for 'Ludmilla Test' and a table of evaluation results.

Name	Evaluated	Instructors	To
999999 TEST	0/1	Ludmilla Prod Test	07.12.2012

Click on „Course Registration“ and then on „Register for Courses“

The screenshot shows the Constructor University web portal. The top navigation bar includes links for Home, Application Overview, Dashboard, My Data, Courses, Course Catalogue, Academic Results, Student Jobs, and Searches. On the left sidebar, the 'Course Registration' menu item is highlighted with a red arrow. Below the sidebar, the 'Courses' section is visible, featuring search criteria and a table of appointments.

Date	from	to	Course number	Course name	Room	Instructor
21.06.2023	00:00	24:00		HB / E-Exam Room bookings	WH-1 Seminar/WH-2 Seminar/WH-3 Seminar	N.N.

The screenshot shows the Constructor University web portal. The top navigation bar is the same as the previous image. On the left sidebar, the 'Register for Courses' menu item is highlighted with a red arrow. The main content area displays 'Course Registration Instructions' with a tip and a list of instructions for different student groups.

**Course Registration Instructions**

Before you start registering for your modules and courses, please read carefully the instructions below.  
Tip: Follow this link to take a screenshot of the instructions so that you can consult them while registering for modules/courses.

- Instructions for first-year students
- Instructions for second-year students
- Instructions for third-year students
- Instructions for exchange and visiting students

If you're a first-year student, click on „Year 1“.

The screenshot shows the Constructor University CampusNet interface. The top navigation bar includes links for Home, Application Overview, Dashboard, My Data, Courses, Course Catalogue, Academic Results, Student Jobs, and Searches. The left sidebar contains a menu for Course Registration, with 'Register for Courses' selected. The main content area displays the user's name and test date, followed by the section 'Courses offered for Registration'. Under 'Computer Science (valid as of 22)', a list of options is shown, including 'YEAR 1', 'CAREER', 'YEAR 2', 'YEAR 3', 'FURTHER COURSES', and 'Further'. A large red arrow points to the 'YEAR 1' option.

Course Registration

Register for Courses

Year 2 and 3: Electives

Registration Status

Advisor's Approval

My Courses

My Courses

My Modules

Course Schedule

Course Evaluation

Grading Overview

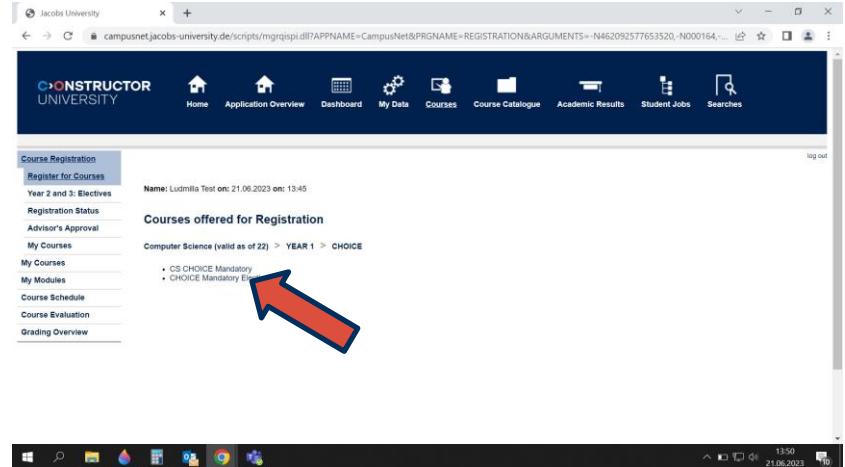
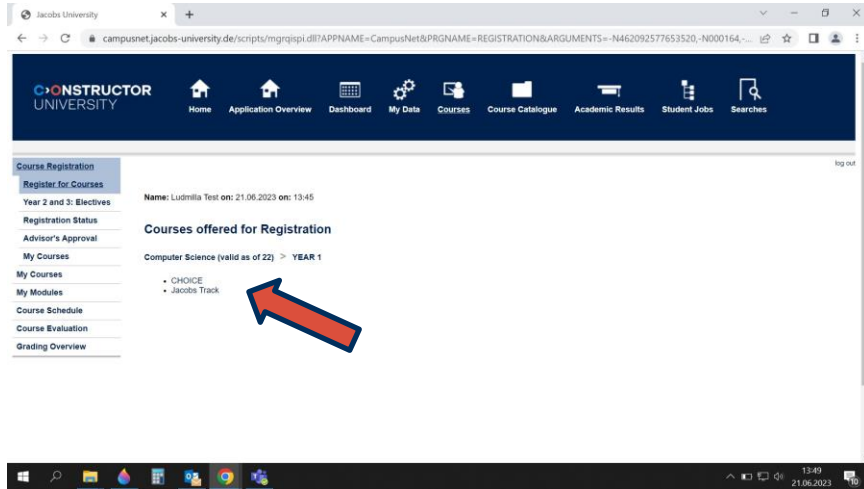
Name: Ludmilla Test on: 21.06.2023 on: 13:45

Courses offered for Registration

Computer Science (valid as of 22) >

- YEAR 1
- CAREER
- YEAR 2
- YEAR 3
- FURTHER COURSES - (on top of 180 CP)
- Further

You can now click through the categories to find a module you need. Let's start with the mandatory CHOICE modules.



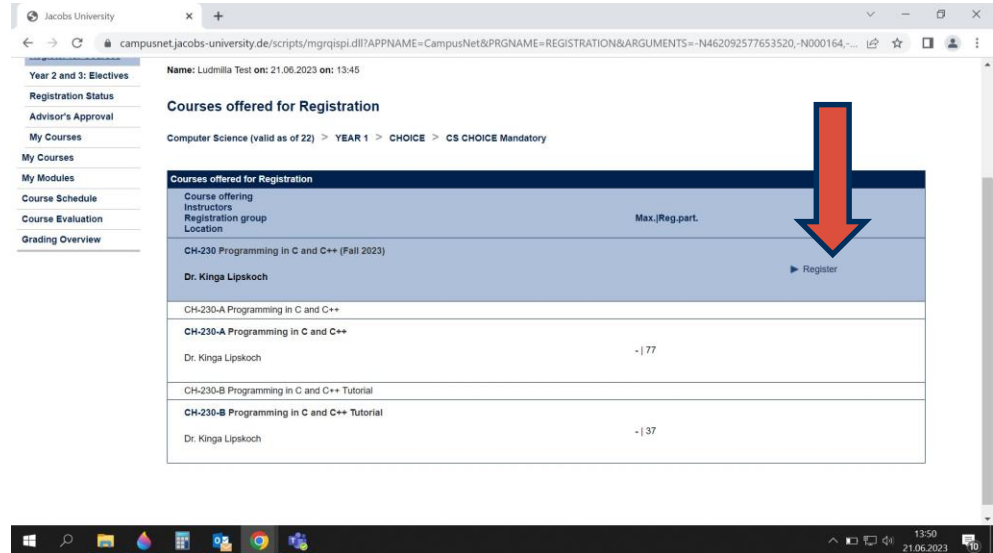
This is a module.

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).



The screenshot shows the CampusNet interface for Jacobs University. The left sidebar contains navigation links: Year 2 and 3: Electives, Registration Status, Advisor's Approval, My Courses, My Modules, Course Schedule, Course Evaluation, and Grading Overview. The main content area is titled 'Courses offered for Registration' and shows details for 'Computer Science (valid as of 22) > YEAR 1 > CHOICE > CS CHOICE Mandatory'. A table lists the courses offered for registration, with a blue header section containing a 'Register' button. A large red arrow points to this button.

Courses offered for Registration	
Course offering	Max./Reg.part.
CH-230 Programming in C and C++ (Fall 2023)	
Dr. Kinga Lipskoch	
CH-230-A Programming in C and C++	
Dr. Kinga Lipskoch	-   77
CH-230-B Programming in C and C++ Tutorial	
CH-230-B Programming in C and C++ Tutorial	-   37
Dr. Kinga Lipskoch	

# Follow the steps to confirm your registration.

CONSTRUCTOR  
UNIVERSITY

Home

Application Overview

Dashboard

My Data

Courses

Course Catalogue

Academic Results

Student Jobs

Searches

Course Registration

Register for Courses

Year 2 and 3: Electives

Registration Status

Advisor's Approval

My Courses

My Modules

Course Schedule

Course Evaluation

Grading Overview

Name: Ludmilla Test on: 21.06.2023 on: 13:45

Module registration

No.	CH-230	
Name	Programming in C and C++	
Studies	Computer Science (valid as of 22)	
No.	Name	
CH-230	Programming in C and C++	

Next

university.de/scripts/mgrqispi.dll

log out

nia Test on: 21.06.2023 on: 13:45

registration

sk the registration data below. Confirm to register.

No.	Name	Exam (Weighting)	Date
CH-230	Programming in C and C++	Programming Assignments (67%)	1.Date (Open)
		Written Exam (33%)	1.Date (Open)

Confirm

Submit



Click on „Back to Registration“.

Jacobs University

campusnet.jacobs-university.de/scripts/mgrqispi.dll

**C>ONSTRUCTOR UNIVERSITY**

Home Application Overview Dashboard My Data Courses Course Catalogue Academic Results Student Jobs Searches

Course Registration

Register for Courses

Year 2 and 3: Electives

Registration Status

Advisor's Approval

My Courses

My Courses

My Modules

Course Schedule

Course Evaluation

Grading Overview

Name: Ludmilla Test on: 21.06.2023 on: 13:45

**Module registration**

Note:  
Your registration has been successful.

Back to Registration

No.	CH-230
Name	Programming in C and C++
Studies	Computer Science (valid as of 22)

No.	Name	Exam (Weighting)	Date
CH-230	Programming in C and C++	Programming Assignments (67%)	1.Date (Open)
		Written Exam (33%)	1.Date (Open)

13:52  
21.06.2023

- 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.

Jacobs University

campusnet.jacobs-university.de/scripts/mgrqispi.dll?APPNAME=CampusNet&PRGNAME=REGISTRATION&ARGUMENTS=-N462092577653520,-N000164,-...

log out

Name: Ludmilla Test on: 21.06.2023 on: 13:45

Courses offered for Registration

Courses offered for Registration	
Course offering	Max.;Reg.part.
CH-230 Programming in C and C++ (Fall 2023)	
Dr. Kinga Lipskoch	Cancel
CH-230-A Programming in C and C++	
Dr. Kinga Lipskoch	-   77 Register
CH-230-B Programming in C and C++ Tutorial	
Dr. Kinga Lipskoch	-   37 Register

- 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.

#### Courses offered for Registration

Computer Science (valid as of 22) > YEAR 1 > CHOICE > CS CHOICE Mandatory

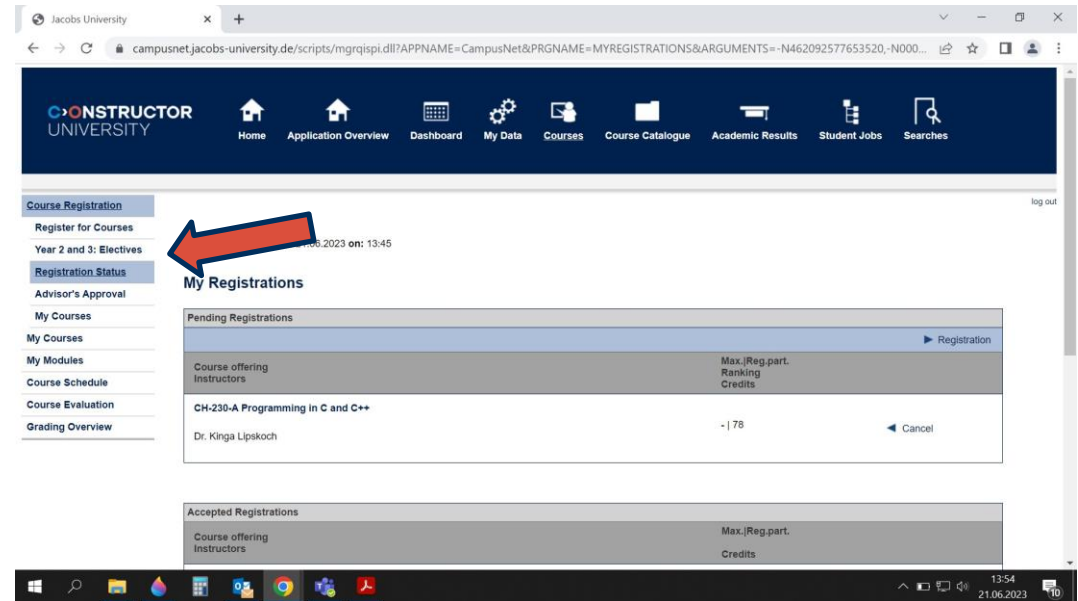
Courses offered for Registration		
Course offering Instructors Registration group Location	Max. Reg.part.	
CH-230 Programming in C and C++ (Fall 2023) Dr. Kinga Lipskoch		◀ Cancel
CH-230-A Programming in C and C++ Dr. Kinga Lipskoch	-   78	◀ Cancel
CH-230-B Programming in C and C++ Tutorial Dr. Kinga Lipskoch	-   37	▶ Register



- 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.



The screenshot shows the Constructor University CampusNet interface. The left sidebar contains a menu with the following items: Course Registration, Register for Courses, Year 2 and 3: Electives, Registration Status (highlighted with a red arrow), Advisor's Approval, My Courses, My Modules, Course Schedule, Course Evaluation, and Grading Overview. The main content area is titled 'My Registrations' and displays a table of pending registrations. The table has columns for 'Course offering Instructors', 'Max. (Reg. part. Ranking Credits)', and a 'Registration' link. The first entry is for 'CH-230-A Programming in C and C++' by 'Dr. Kinga Lipskoch' with a maximum of 78 credits. Below the pending registrations, there is a section for 'Accepted Registrations' with a similar table structure.

Course offering Instructors	Max. (Reg. part. Ranking Credits)	Registration
CH-230-A Programming in C and C++ Dr. Kinga Lipskoch	-   78	Cancel

Course offering Instructors	Max. (Reg. part. Ranking Credits)
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Under „my courses“, you can see all of your accepted courses/module components. These will also appear in your schedule on campusnet.

The screenshot shows the Constructor University CampusNet interface. The left sidebar contains a menu with the following items: Course Registration, Register for Courses, Year 2 and 3: Electives, Registration Status, Advisor's Approval, My Courses (highlighted with a red arrow), My Courses, My Modules, Course Schedule, Course Evaluation, and Grading Overview. The main content area is titled 'Courses of Ludmilla Test' and includes a 'Semester selection' section with a dropdown menu set to 'Spring 2023' and a 'Refresh' button. Below this is an 'Events' table with columns for No., Name, Time period, Credits, and Location.

No.	Name	Time period	Credits	Location
CA-999-1	CSC - Cover Letter & CV Training - Group D	Sat, 22. Apr. 2023		Bremen
CH-331-A	Modern European History	Th, 2. Feb. 2023 - Th, 31. Aug. 2023	5.00	Bremen

# 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](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!**