

I General Information

Due to the limited places in Liberal Arts and Sciences (LAS) courses, all courses listed in the LAS Course Catalog are open to LAS students and students of the official exchange partners and partner degree programs of UCF only.

1 Teaching Periods and Dates

Teaching Period	Dates
October Intensive	September 26 – October 7, 2016
Block I	October 17 – December 9, 2016
Block II	December 11, 2016– February 17, 2017 (no teaching during the university Christmas break)
University Semester	October 17, 2016 – February 11, 2017 (semester-long LAS courses run according the regular university semester , no teaching during the university Christmas Break)

Dates for individual courses may slightly vary from these dates (see course descriptions).

2 LAS Academic Calendar

The LAS Academic Calendar contains important semester dates and deadlines for LAS students.

Date	Important Dates and Deadlines
September 2016	
Starting 18.9	LAS Course Registration with consecutive registration periods for courses of the upcoming winter semester (see Course Registration)
Fri 30.9	Deadline: Application for SLI Language Courses (individual courses paid by UCF, <u>not</u> courses listed in the LAS Course catalog, the application form and guidelines will be available on the Info Board on ILIAS)
26.09-07.10	October Intensive (courses are listed in the LAS Course Catalog for the October Intensive)
October 2016	
10.10-14.10	LAS Welcome Week
Sat 15.10	LAS Graduation Ceremony
Mon 17.10	Block I /University Semester begins Exam registration and withdrawal for courses of Block I AND semester long courses in HISinOne begin (not for courses of block II).
Fri 21.10	Deadline: Application for Non-LAS University of Freiburg Courses (for graded examinations only) (The application form and guidelines will be available on the LAS Info Board on ILIAS)

November 2016		
Tue	01.11	Public Holiday: All Saint's Day (no teaching)
Sun	06.11	Deadline: Exam registration and withdrawal for courses of Block I AND semester long courses in HISinOne (<u>not</u> for courses of block II)
Tue	15.11	<p>Deadline: Round One Application UCF Exchange Programs for the Academic Year 2017/18:</p> <ul style="list-style-type: none"> - University College London - University College Maastricht Double Degree - Schreyer Honors College/Penn State - University College Utrecht <p>Details on the Application procedure will be announced on the LAS Info Board on ILIAS.</p>
December 2016		
Fri	09.12	Block I ends
Mon	12.12	Block II begins
		Exam registration and withdrawal for courses of Block II in HISinOne begin.
24.12-07.01		University Christmas Break (no teaching)
January 2017		
Sun	15.01	Deadline: Exam registration and withdrawal for courses of courses of Block II
Tue	31.01	<p>Deadline: Round Two Application for UCF Exchange Programs for the Academic Year 2017/18:</p> <ul style="list-style-type: none"> - University College Maastricht (Erasmus) - Amsterdam University College - Sciences Po Grenoble - Universidad Complutense de Madrid <p>Details on the Application procedure will be announced on the Info Board on ILIAS.</p>
		Deadline: Declaration of Major (to be taken into account for the upcoming course registration)
		Deadline: Application Credit Recognition for Study Abroad
		Deadline: Application for Graduation WS 2016-17
February 2017		
Sat	11.02	University semester ends
Fri	17.02	Block II ends
March 2017		
Beginning of March		Publication of the LAS Course Catalog SS 2017 at the UCF website
Starting Mid March		LAS Course Registration for courses of the Summer Semester with consecutive registration periods (details tba)

II Course Registration

The outlined course registration procedure ensures that Liberal Arts and Sciences students and Exchange students can register for a sufficient number of courses to keep up with their studies and that they get priority for compulsory courses that they require in order to graduate.

The outlined procedure **applies to all courses offered by UCF that appear in the LAS Course Catalog (including language courses offered by UCF)**. Information on course registration for courses of other degree programs and courses offered by the Sprachlehrinstitut (SLI) of the University of Freiburg is available on the LAS Info Board on ILAS.

1 Who Needs to Register?

All students who wish to participate in Liberal Arts and Sciences (LAS) courses need to register for the courses in the manner and by the deadlines specified below.

2 When to Register for Courses?

First year LAS students register for the courses of their first semester (see [UCF website](#)) during the Welcome Week. **All other students**, register during the three consecutive registration periods as outlined below. Please note: students may have to register for different courses at different times. **Students of partner degree programs at the University of Freiburg** can register for courses during Registration Period III.

Registration Period I Sun, 18.9 - Wed, 21.9 (12:00h, noon)		
Who can register	For what	Comment
Liberal Arts and Sciences (LAS) students who have <u>formally</u> declared their major by 31 st of July	LAS courses to be recognized as Major courses only (<u>not</u> as Electives, Core or Language courses!)	LAS students are allowed to register for a maximum of 5 courses in total (including language courses paid by UCF, excluding pre-block courses). If students register for more than 5 courses they will be removed from the most popular courses. No exceptions to this rule will be made. LAS Students who have <u>not</u> formally declared their major by 31 st of July can only register for courses in Registration Period II.
<p>Places will be assigned after the registration period. Higher year students will get priority on places unless otherwise noted in the course description.</p> <p>You can check your registration status on Thursday evening. Your registration request may have been declined or you may have been moved to a different workgroup. Students whose registration requests have been declined will have the opportunity to register for alternative courses on Fri, 23.9, 8:00h to 12:00h (noon) in HISinOne.</p> <p>Please, de-register from courses that you do not want to take immediately.</p>		

Registration Period II Sun, 25.9 - Wed, 28.9 (12:00h, noon)		
Who can register	For what	Comment
LAS students (who have not yet achieved all credits in the respective area) and LAS exchange students	All courses listed in the LAS Course Catalog to be taken as 6 ECTS courses	LAS and Exchange Students are allowed to register for a maximum of 5 courses in total (including language courses paid by UCF, excluding pre-block courses). No exceptions to this rule will be made.
<p>Places will be assigned after the registration period. Higher year students will get priority on places unless otherwise noted in the course description. Whether or not a student has declared its major will not be considered anymore.</p> <p>You can check your registration status on Thursday evening. Your registration request may have been declined or you may have been moved to a different workgroup. Students whose registration requests have been declined will have the opportunity to register for alternative courses on Fri, 30.9, 8:00h to 12:00h (noon) in HISinOne.</p> <p>Please, de-register from courses that you do not want to take immediately</p>		

Registration Period III Sun, 03.10-Wed, 05.10 (12:00h, noon)		
Who can register	For what	Comment
LAS students, LAS Exchange students, and Students of partner degree programs at the University Freiburg	All courses listed in the LAS Course Catalog	Students can register for courses that still have places available. Students are allowed to register for a maximum of 6 courses in total.
<p>Places will be assigned throughout the registration period. Regularly check your registration status in HISinOne. Your registration request may have been declined. In some cases, priority on places will be given to students of other faculties.</p> <p>Please, de-register from courses that you do not want to take immediately. Later de-registration in HISinOne will not be possible.</p>		

3 How to Register for Courses?

Students who are enrolled at the University of Freiburg can register for courses in the campus management system HISinOne (see below). **Students of partner degree programs** of UCF are asked to contact UCF (las.consultation@ucf.uni-freiburg.de) before registering for courses in HISinOne. **LAS Exchange students** who have not yet enrolled at the University of Freiburg can register for courses with the form provided by UCF.

- 1) Go to <https://campus.uni-freiburg.de> (You can change the language to English in the lower right corner if you wish)
- 2) **Login** with your Uni-Account
- 3) Go to Mein Studium (My Studies) > Studienplaner (Planner of Studies)
- 4) Select the correct Semester of Studies
- 5) Courses (📖) are linked to the corresponding LAS modules (🌱). Here, you can find registrations links for the courses (**you must be logged in** otherwise registration links will not appear). You may need to click a couple of times on different symbols (👤📖) until registration links appears.

Please note:

- Once you click on the registration link, the system will again ask for the module that you wish to register the course for. **Make sure to select the same module as for the exam registration later on.**
 - For Freiburg LAS students, all major modules (🌱) appear twice in the Study Planner in HISinOne: in the respective Major and in the Electives.
 - Students who have declared their major register their Major courses as part of their Major and courses from other Majors as part of the Electives (Electives - Major modules, Wahlbereich – Module der Spezialisierungslinien).
 - Students who have not yet declared their major register the first *three* Introductions to Major as part of the respective Major.
 - Students who have not yet declared their major register all *other* courses as part of their Electives (Electives - Major modules, Wahlbereich – Module der Spezialisierungslinien). Once they declare their major, relevant credits will be transferred to the Major.
 - Some courses can only be taken as Major or Core courses and not as an Electives (see information provided in the course catalog).
 - For courses with several workgroups and a lecture, students only need to register for the workgroup they would like to attend. Once you are admitted to the workgroup, you are admitted automatically to the whole course.
 - Exchange students can select any possible module to register their course as.
 - Only students, who have already fulfilled all modules that are listed in the course catalog, can register their course as Elective module (Joker) (number 7264-7265).
- 6) **Always check your registration status afterwards** (Mein Studium (My Studies) > Meine Veranstaltungen und Prüfungsanmeldungen (My enrollments and examinations)).

4 Participant Lists

Course participant lists will be finalized **on Monday, October 10, 2016** and passed on to the instructors. Later admissions to courses by the LAS program coordination will not be possible.

The final decision about participation in a course is always with the course instructor. Students may be excluded from a course at a later stage, e.g. if they do not fulfill the prerequisites or have not reached the required year of studies. It is also up to the instructors whether or not they admit students once the participant lists are finalized.

Courses with will less than five participants may be cancelled.

5 Problems with Course Registration?

If for some reason course registration does not work for you, please **contact Karin Moll** (las.consultation@ucf.uni-freiburg.de) **immediately**. **Requests after the deadline specified will not be considered.**

Always provide

- Your name
- Your matriculation number
- Your Study and Examination Regulations (2012 or 2015), Exchange Student
- Your major (if declared formally)
- the exact module title that you wish to register your course for
- and information about your problem. Please provide a screenshot of your problem whenever possible.