



Instruction: How to register to courses in CampusNet

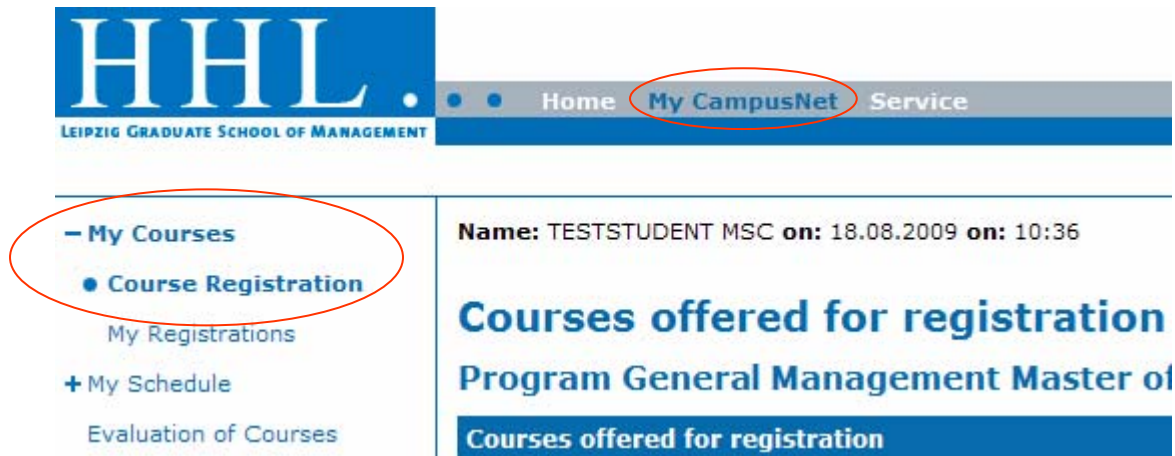
Department IT // Last updated: 18/08/2009

General remarks

- Please note that this a description of the process in general. It may vary a bit from the way how you have to register to courses.
- Refer to your study regulation or get in touch with the colleagues of the respective program in order to fulfil all the conditions.

Step 1: Login to CampusNet >> <http://study.hhl.de>

- Open „My CampusNet“ > „My Courses“ > „Course Registration“



The screenshot displays the HHL Leipzig Graduate School of Management website. The top navigation bar includes the HHL logo and the text "LEIPZIG GRADUATE SCHOOL OF MANAGEMENT". The main navigation menu contains "Home", "My CampusNet" (circled in red), and "Service". On the left side, a sidebar menu shows "My Courses" (circled in red), "Course Registration" (circled in red), "My Registrations", "My Schedule", and "Evaluation of Courses". The main content area shows the user's name "TESTSTUDENT MSC" and the login time "18.08.2009 10:36". Below this, the text "Courses offered for registration" and "Program General Management Master of" is visible, followed by a blue bar with the text "Courses offered for registration".

Step 2: Register to core modules

- Open core modules:

Courses offered for registration		
No.	Course name	Year
Core		

- Register to core modules according to your study regulation

Core								
M-MBA-BF	MBA Business Fundamentals	03.04.2010	24,0				Register	

- Click on „Next“.

Module registration

								Next
No.	M-MBA-BF							
Name	MBA Business Fundamentals							
Program	Internationale Betriebswirtschaft/Management Master of Business Administration							
No.	Name							
M-MBA-BF	MBA Business Fundamentals							

Step 2: Register to core modules

- Click on „Submit“ to confirm your registration.

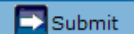
Module registration

Note:

Please check the registration data below. Confirm to register.

No.	M-MBA-BF		
Name	MBA Business Fundamentals		
Program	Internationale Betriebswirtschaft/Management Master of Business Administration		
No.	Name	Examination (Weighting)	Date
M-MBA-BF	MBA Business Fundamentals		





Confirm

 Submit

- Click on „Back to registration“.
- Remark: Repeat these steps for all modules!

Step 2: Register to core modules



- Finally, the result should look like this

M-MBA-BF MBA Business Fundamentals	03.04.2010	24,0	Accepted	 Cancel	
M-MBA-LS MBA Leadership Skills	15.07.2010	15,0	Accepted	 Cancel	









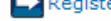
- Remark: In order to withdraw / cancel a registration click on „Cancel“ and follow the steps offered. Cancelling a registration is possible within the registration deadline only.

Step 3: Register to courses

- Open the course structure below the module you registered in step 2

M-MBA-BF MBA Business Fundamentals	03.04.2010	24,0	Accepted		
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- Available courses are listed now. Click on „Register“ to resume.

M-MBA-BF MBA Business Fundamentals			03.04.2010	24,0	Accepted		
MBA-BF-1	MBA - Financial Accounting	Prof. Robert Rickards Ph.D.	Mon, 14. Sep. 2009 [09:00] - Th, 24. Sep. 2009 [09:00]	- 1	15.12.2009		Register
MBA-BF-2	MBA - Cost Accounting	Prof. Robert Rickards Ph.D.	Wed, 30. Sep. 2009 [09:00] - Th, 8. Oct. 2009 [09:00]	- 1	15.12.2009		Register
MBA-BF-3	MBA - Financial Management	Prof. Dr. Bernhard Schwetzler	Th, 15. Oct. 2009 [09:00] - Wed, 28. Oct. 2009 [09:00]	- 1	15.12.2009		Register
MBA-BF-4	MBA - Managerial Economics	Prof. Dr. Wilhelm Althammer	Fri, 30. Oct. 2009 [09:00] - Fri, 4. Dec. 2009 [09:00]	- 1	15.12.2009		Register
MBA-BF-5	MBA - Marketing Management	Prof. Dr. Manfred Kirchgeorg	Wed, 16. Sep. 2009 [13:30] - Fri, 23. Oct. 2009 [09:00]		15.12.2009		Register
MBA-BF-6	MBA - Production Management	Prof. Dr. Iris Hausladen	Tue, 13. Oct. 2009 [09:00] - Tue, 10. Nov. 2009 [09:00]		15.12.2009		Register
MBA-BF-7	MBA - Strategic Management	Prof. Dr. Harald Hungenberg	Th, 19. Nov. 2009 [09:00] - Tue, 1. Dec. 2009 [09:00]		15.12.2009		Register

Step 3: Register to courses

- Click on „Next“.

Course registration

No.	Name	Max. Reg.part.
MBA-BF-1	MBA - Financial Accounting	- 1

No.	Name Time period	Max. Reg.part.
MBA-BF-1	MBA - Financial Accounting Mon, 14. Sep. 2009 [09:00] - Th, 24. Sep. 2009 [09:00]	- 1



- Confirm registration via „Submit“.



- Resume by clicking on „Back to registration“.
- Repeat step 3 with all courses left.

Step 3: Register to courses

- Remark: In order to withdraw / cancel a registration click on „Cancel“ and follow the steps offered. Cancelling a registration is possible within the registration deadline only.

Step 4: Checking current registrations

- Open „My CampusNet“ > „My Courses“ > „My registrations“.

My registrations



Pending registrations	
 Registration	
No pending registrations	

Result of step 4

Accepted registrations	
Course offering Instructors Time period	Max. Reg. part. Credits
MBA-BF-1 MBA - Financial Accounting Prof. Robert Rickards Ph.D. Mon, 14. Sep. 2009 [09:00] - Th, 24. Sep. 2009 [09:00]	- 2
 Cancel	

Rejected registrations	
No rejected registrations	

Result of step 3

Accepted module registrations	
No. Module name Module Owner	Credits
M-MBA-BF MBA Business Fundamentals N.N.	24,0
 Cancel	
M-MBA-LS MBA Leadership Skills N.N.	15,0
 Cancel	