

## Newly enrolled: what next?

### Organizing your studies and computer-supported registration for modules (Campus Management)

First, find out all about your programme and read the study regulations and examination regulations. You can find these online at: <http://www.fu-berlin.de/en/studium/studienorganisation/pruefung/>

We also offer the following events for your information to help you organize your studies from the start:

**Information event for national Bachelor and Master students on all programmes starting in the Summer Semester 2018** (with introduction to Campus Management, also useful for Master students who have moved to Freie Universität Berlin)

- Tuesday, 03 April 2018: 14.15-16.45, lecture hall 2, Habelschwerdter Allee 45

### Orientation days for international students at Freie Universität Berlin

- Beginning Tuesday, 03 April 2018, 10.00 lecture hall 1a/b, Habelschwerdter Allee 45

### Introductory events for individual programmes

You can find an overview of the events usually offered before lectures start at: [http://www.fu-berlin.de/studium/information\\_a-z/orientierung.html](http://www.fu-berlin.de/studium/information_a-z/orientierung.html)

You can also find information on **departmental advisory services** which support you in putting together your timetable for your first semester at the website above or in the online lecture list (<http://www.fu-berlin.de/vv/>).

Please attend the introductory and orientation events first before making firm commitments to registration for lectures in the online system (Campus Management).

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Freie Universität Berlin is committed to assisting students with a child/children in organizing their studies under the "audit familiengerechte hochschule" (<http://www.fu-berlin.de/en/sites/frauenbeauftragte/gestalten/audit>). If you have problems in this area – e.g. if you need a place on a particular lecture course because of kindergarten opening times - please contact the responsible study or examination office.

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## Any questions on your studies?

### Info-Service of Freie Universität Berlin

- Student Services Center  
Illtisstr. 4, 14195 Berlin (U-Bahn: Dahlem-Dorf)  
Info-Counter Mensa II (=contact point for questions on **Campus Management**)  
Otto-von-Simson-Str. 26, 14195 Berlin (U-Bahn: Thielplatz)  
Opening hours: Mo to Th: 9 a.m. to 5 p.m.; Fr: 9 a.m. to 3 p.m. (all year)
- Information by telephone: +49 (30) 838 70000 or +49 (30) 838 77770
- Email: [Info-Service@fu-berlin.de](mailto:Info-Service@fu-berlin.de) and [CM-Hotline@fu-berlin.de](mailto:CM-Hotline@fu-berlin.de)

Opening times and further information:  
<http://www.fu-berlin.de/ssc>

## FAQs on Campus Management

### How can I access the Campus Management system?

About one week after enrolling, newly enrolled students receive an information letter with temporary ZEDAT user data (ZEDAT = Computing Services) and a description of how to set up a personal FU account. If you have not yet received this letter or if you have problems activating and using the user data, please contact the ZEDAT user service at this telephone no.: +49 (30) 838 56069.

Your FU-Account must be activated once under:

<https://checkin.zedat.fu-berlin.de/>

Two hours after activation, you should be able to access the Campus Management system under

<https://www.ecampus.fu-berlin.de/>.

### What dates and deadlines must I observe?

The obligatory registration for modules, lectures and examinations via the online Campus Management system begins on Tuesday, 03 April 2018 from 00:00. The allocation of places in lectures with limited numbers of places takes place on Friday, 13 April 2018 at 12:00. Up to this time you can indicate a preference for these lectures in the Campus Management system, which is taken into account when places are allocated. IMPORTANT: the chance of a place for lectures with limited numbers of places does NOT depend on when you registered!

After places have been allocated, you may still register both for the remaining places for lectures with limited places and for all other lectures until Friday, 04 May 2018. Throughout this period you can activate the website again and register for further modules, examinations and lectures online or alter the data you have already given.

### I get the error message:

#### “the student ... is not registered / re-registered this semester”

This error message may have several causes. Has the registration period already started? If so, then please check first whether you are actually registered on a Bachelor or Master programme which the campus management system supports at:

<http://www.fu-berlin.de/campusmanagement/>

If this is not the case, registration for these lectures does not take place via the Campus Management system. Please note also: after registering, your student data are entered into the Campus Management system at 10:00 on the following day at the earliest, so that you cannot register successfully before then. Or is it less than two hours since you activated your FU account and accessed the Campus Management system? It takes a little time for the user data to be accepted in the Campus Management system, so simply wait a bit and try to log in later. If this information does not solve the problem, please contact the telephone hotline +49 (30) 838 77770 or send an email to: [CM-Hotline@fu-berlin.de](mailto:CM-Hotline@fu-berlin.de).

### How exactly do I register for lectures?

First, log in at <https://www.ecampus.fu-berlin.de/>, giving your personal FU account (user name, password). Now you can register for the modules and lectures you want to attend in the current semester. You must do this during the registration period. You can find detailed instructions on how to book modules at:

<http://www.fu-berlin.de/campusmanagement/>.

### Should I always register for lectures via Campus Management from now on?

Some faculties and central institutions have their own registration system in addition to the Campus Management system. Please find out in good time from your faculty or the central institute which registration procedure you should use. For example, for lectures at the language centre you should register under:

<http://www.sprachenzentrum.fu-berlin.de/>.

### My timetable in the system is still empty. Why?

Please check first that you have activated a semester or a week in your timetable where lectures actually take place. The timetable also shows semester breaks and holidays. Lecture dates have not always been entered into the Campus Management system. If lectures are listed under the detailed view of the module bar under "registration/deregistration" without dates or times, they are not included in the timetable. Please also note that only the lectures for which you have a place are listed in your timetable. Lectures with limited numbers of places therefore only appear on the timetable from 16 April 2018 onwards, after the allocation date for places. If certain lectures are still not shown on your timetable, please check the detailed view of the module under "registration/deregistration" to see whether you have been allocated a place.

### I cannot find the module I am looking for

Generally, if a module can be taken on your programme and under your examination regulations, it should be listed in the Campus Management system. This takes no account of preconditions. If a module required for your programme is not immediately visible, do the following: click on the "select new module" button and deactivate the check box "only show recommended modules". In the pop-up menu, select the option for showing all study programmes. If the module you are looking for is still not listed, check whether it can be found by a previous booking on the module list under "registration/deregistration".

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## Location plan: Info-Counter Mensa 2 (Info-Service)

### Contact point for questions on Campus Management

Otto-von-Simson-Str. 26

Tel. +49 (30) 838 77770

Email [CM-Hotline@fu-berlin.de](mailto:CM-Hotline@fu-berlin.de)

