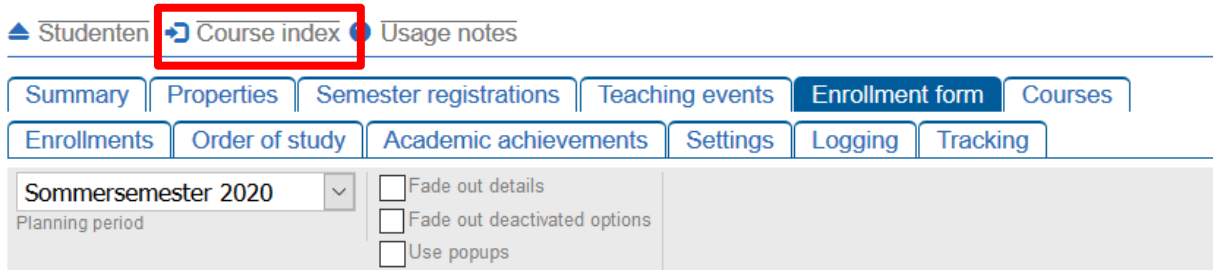## Instructions for special enrolment

If you cannot see the enrolments field, follow these instructions to enrol in modules and tests:

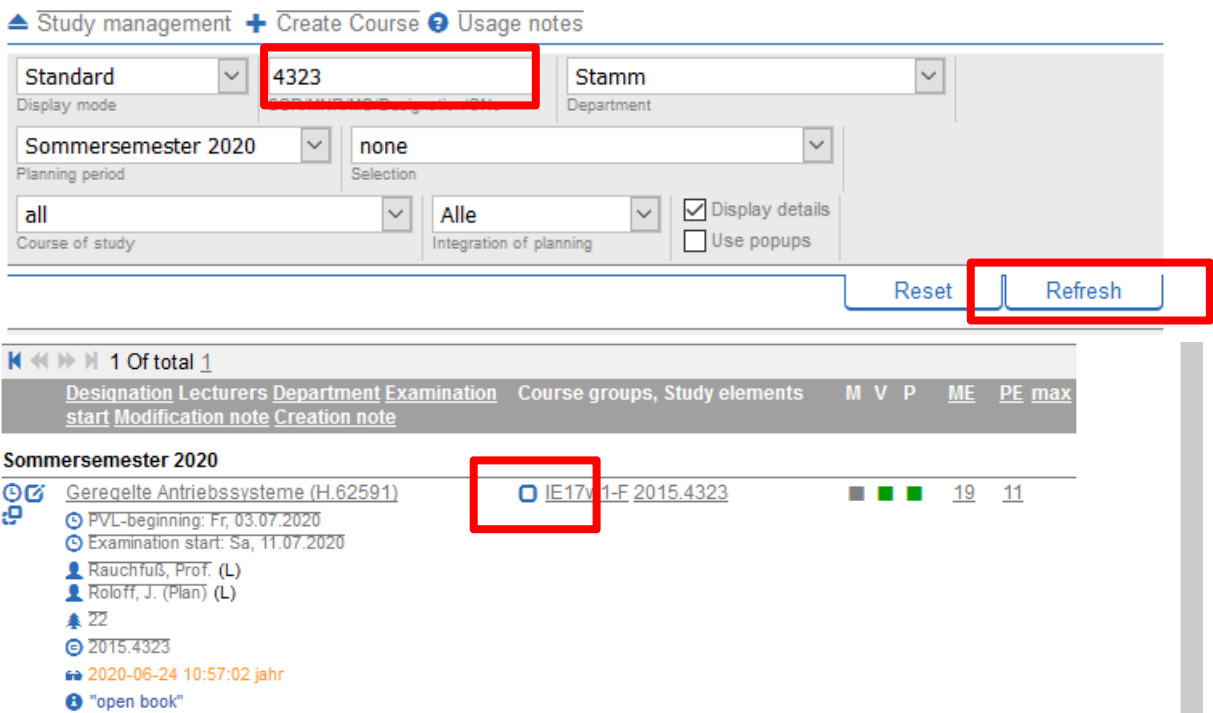1. Click on **Course index** in the **Enrollment form**:

2. Type the name of the module in the search box and then click the **Refresh** button:

    You can also use the dropdown menus to set further filters, for example the faculty.

    You can see further information when you check (✓) the option **Display details** such as the instructor or the date of the test.

3. Look for the proper module and click the field in front of the **Course group**:

    Use the list at the end of the page for the meaning of the colours.

    Status of enrollment:
    - No enrollment period planned
    - Enrollment period planned
    - Enrollment period is active
    - Enrollment period terminated
    - Assessment report expected
    - Assessment report incomplete
    - Assessment report completed
    - Performance processing incomplete
    - Performance processing completed

4. Fill in the form:

Identification
Course group:	IE17w1-F (18) 4323 ∨
Crediting mode:	automatically credited achievement ∨
Plan of study:	IE-B 2015 Industrial Engineering - Fernstudium
Study element:	2015.4323 Geregelte Antriebssysteme

Enrollment
In Course:	☑ Enrollment period terminated[1].	2020-02-06 20:36:08 system6083
In Preliminary assessment:	☐ Sa, 13.06.2020 - Th, 25.06.2020[1].	
In Examination:	☐ Fr, 03.04.2020 - Th, 02.07.2020[1].	

PVL-report
PVL-date:	
PVL-status:	unbekannt (U)

Report of grades
Examination attempt:	1
Examination mark:	
Date of examination:	
Examination status:	unknown (U)
Bemerkungen:	

ℹ Please use the option box for the completion or withdrawal of enrollment.

[Check] [Save]

Course group:	This always refers to the seminar group whose schedule dates are shown to you after the enrolment in the schedule.
Credit mode:	The field is pre-assigned to you, such as a manually credited achievement, non-academic achievement.
Plan of study:	Depending on the selection in the crediting mode, a selection is activated here.
Study element:	Analogous to the study schedule.

Check the box for module or exam registration and click on **Save**. Please make sure that no error messages are displayed. You can see that the enrolment was successful when the date of enrolment and your login are displayed behind the field. You can also see this in the SV log.

General information:

- Missed enrolment deadline: If you missed the enrolment deadline for exams, the examiners will decide whether you will still be admitted or not in accordance with the study and examination regulations. In the case of exams, your course supervisor may only enrol you, if you have a written confirmation from the examiner. Please fill out the **Special registration** form and hand it in. However, the examiners can also enrol you themselves.
- For module registrations, please contact the lecturer first.
- No more free spaces: Here too, the lecturer decides whether the capacity may be exceeded.
- Error when saving: Please send a screenshot with the error message to studplan@hs-mittweida.de