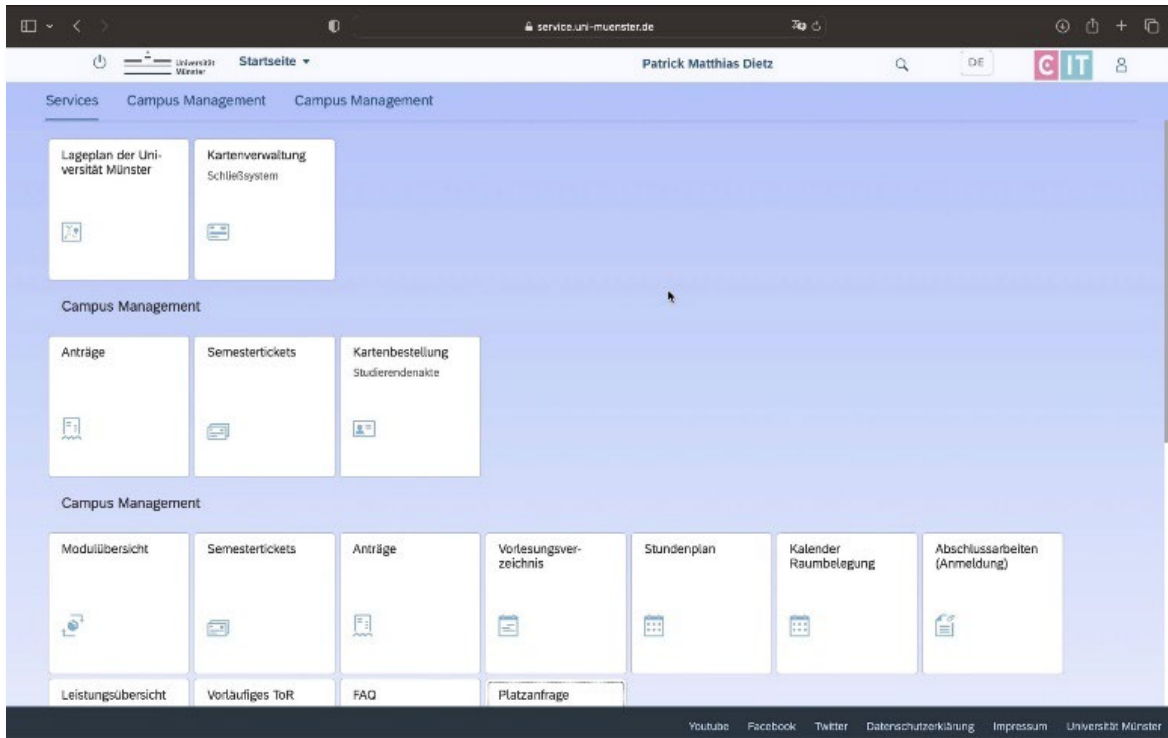


Instructions for Selecting Seminar Courses

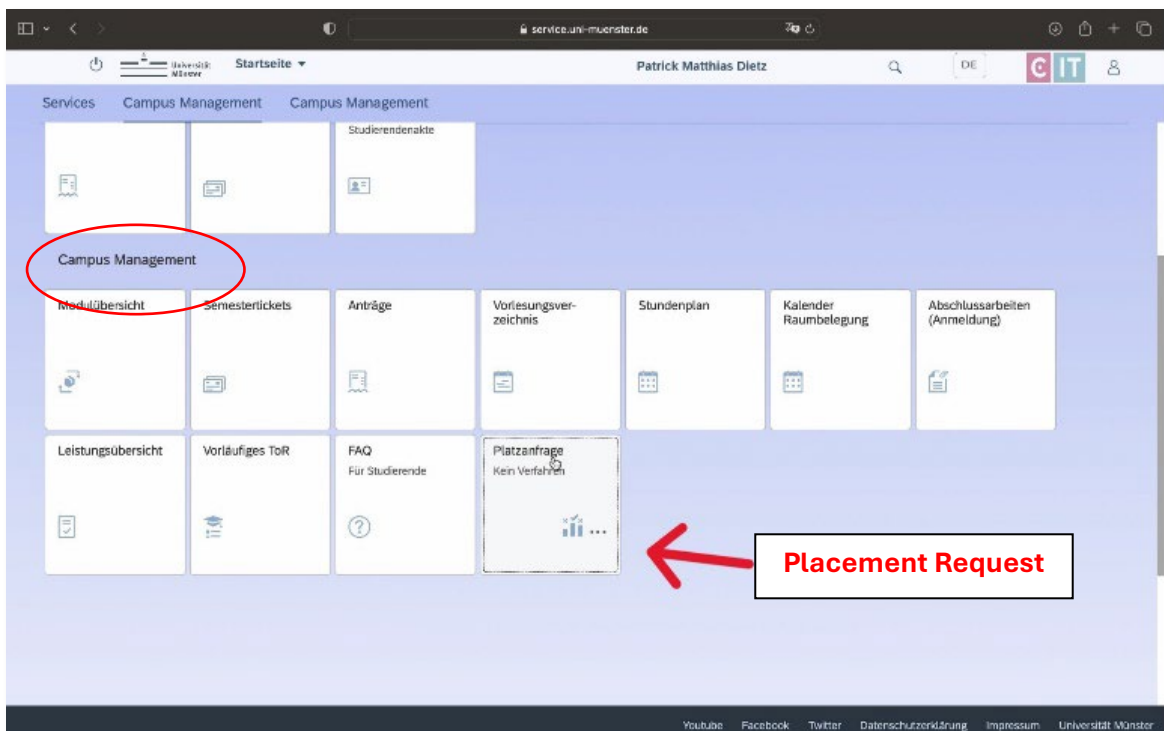
Please note that screenshots are currently only available in German, but the visuals and structure are the same. You find the corresponding English terms in these instructions to help you follow the steps.

Step 1: Accessing Placement Request

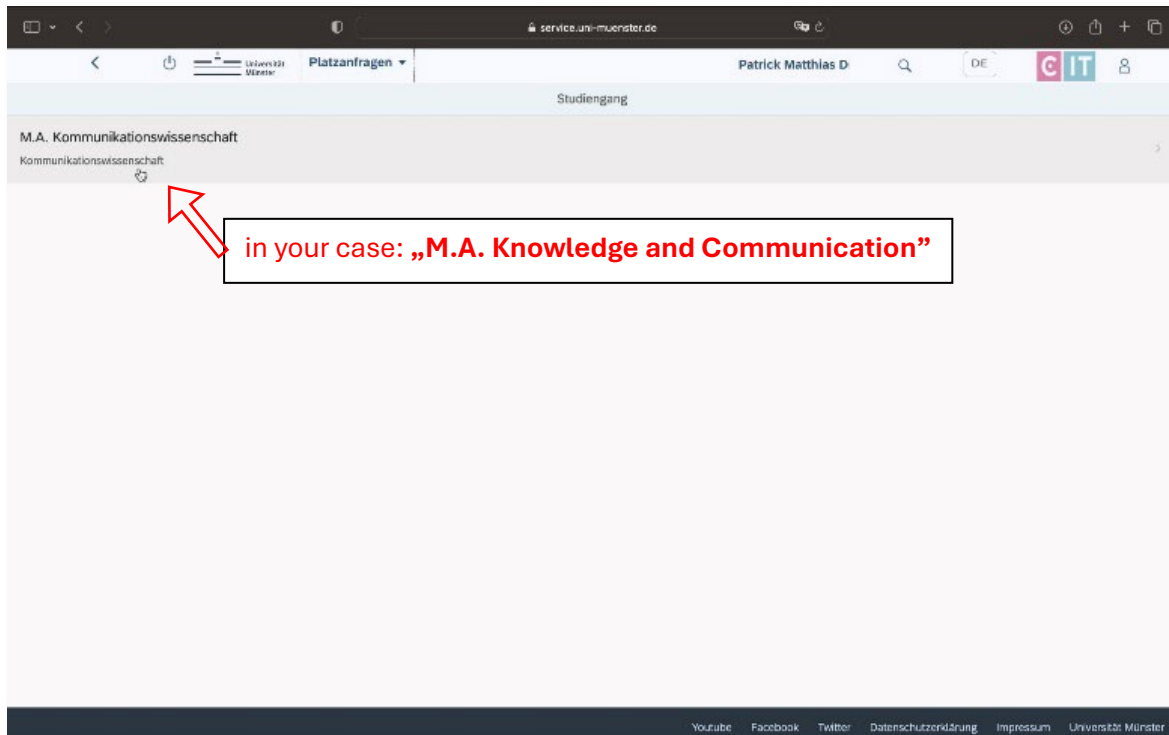
1. Open the [self-service portal](#) in the campus management system.



2. Scroll down to the app called **“Placement request”** within the “Campus Management” section.

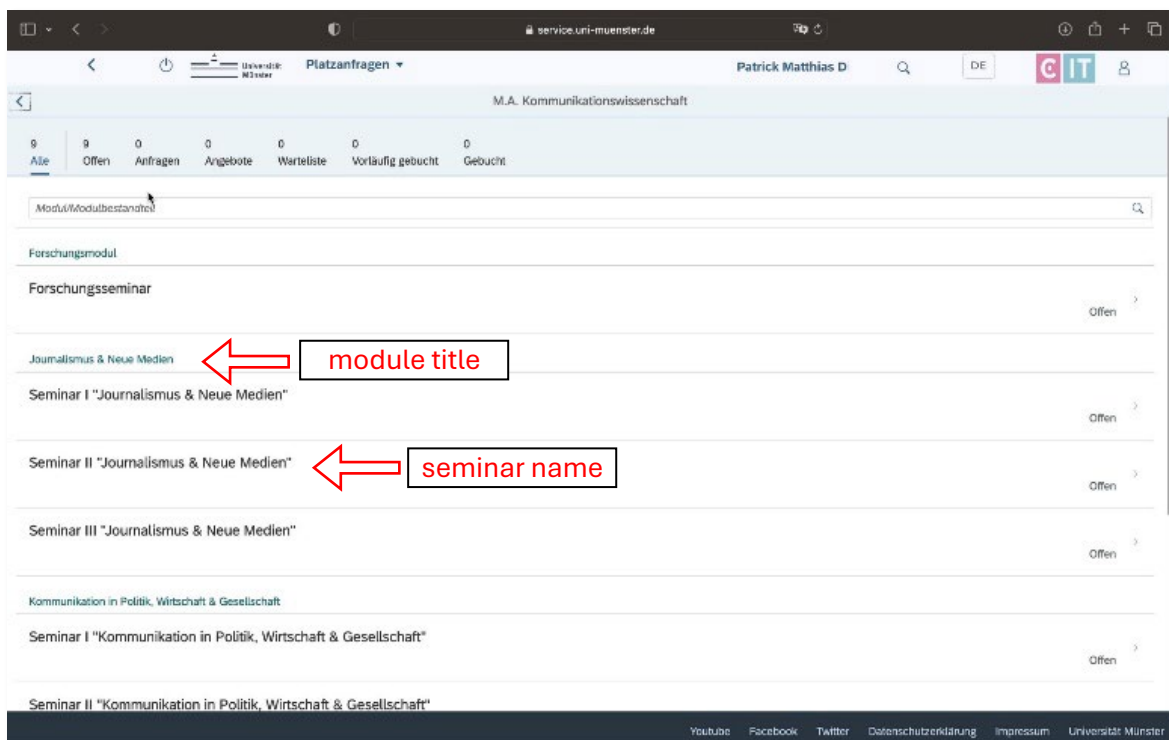


3. Click on the app and select your degree programme.

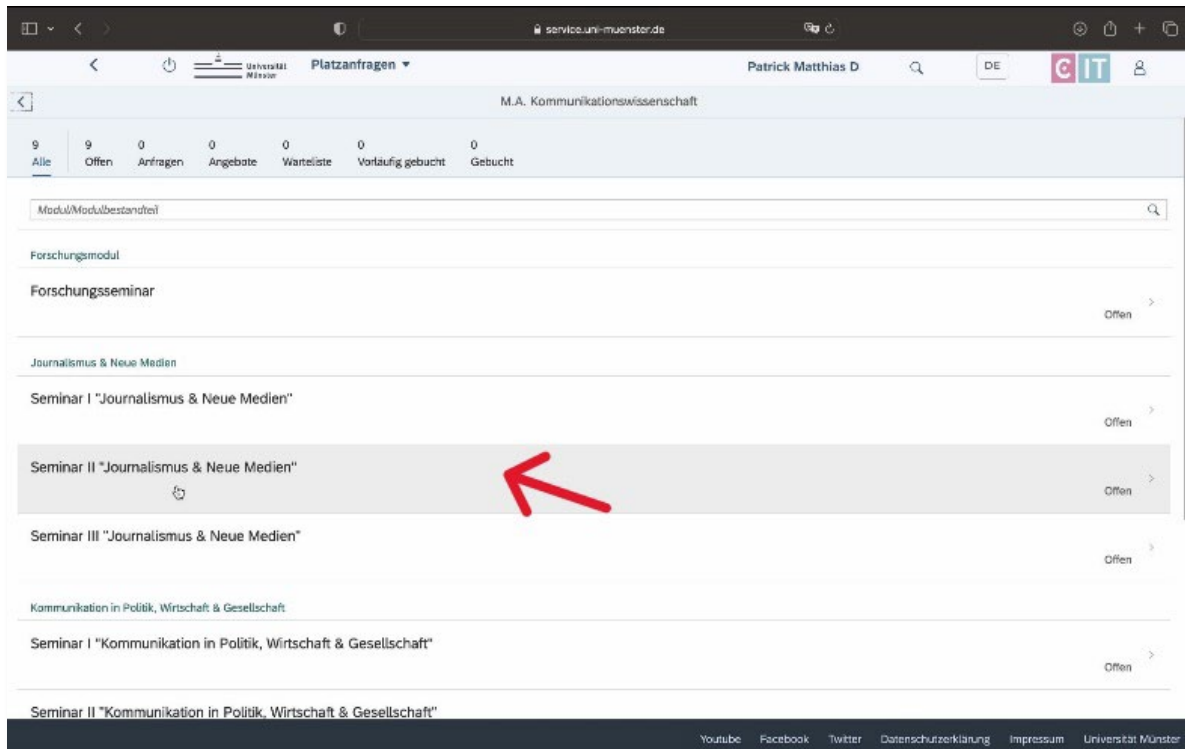


Step 2: Selecting seminars

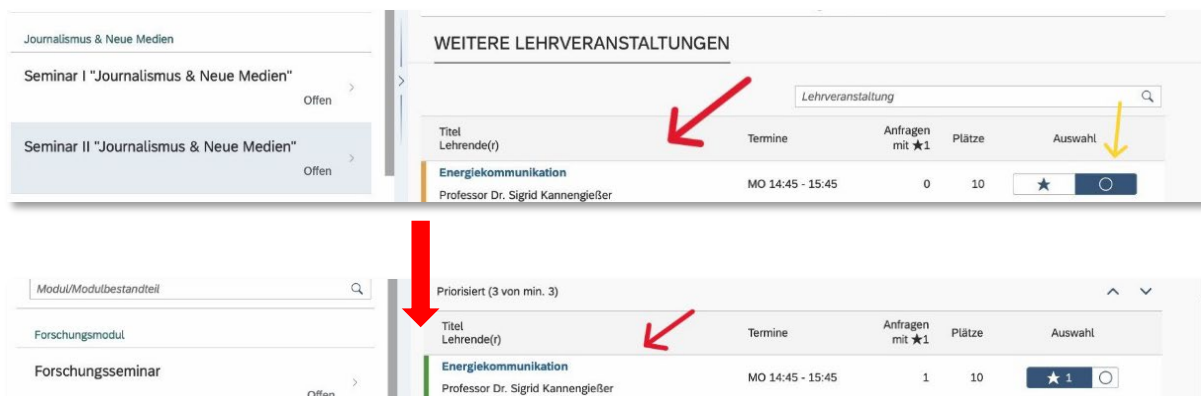
1. You will now see all the available **modules** and **seminars** that belong to these modules.



2. First, click on the seminar in the module for which you would like to make your selection.



3. Clicking here will display an overview of the available seminars. **Select the seminar** you would like to attend **by clicking on the circle next to it** (see the yellow arrow). The coloured bar on the left will then change **from orange to green**.

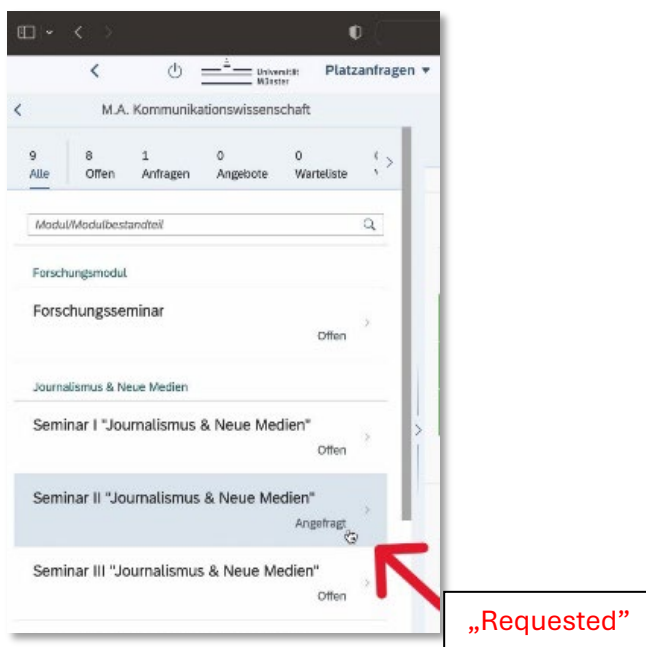


Step 3: Submitting the request

1. When you are satisfied with your choice, click on the **“Request”** button, which you will find in the bottom right corner.



2. After clicking on the 'Request' button, the status of the seminar entry will change from **“Open”** to **“Requested”**. Only then will your choice be saved!



Step 4: Withdrawing the request (optional!)

If you change your mind:

1. Click **“Withdraw request”**. Then your selection will be deleted.



2. After that, you can make a new choice and click **“Request”** once more.

Step 5: Repeat for all modules

Repeat the selection process for **all seminars** you want to take. In the end, each desired seminar should be marked as **“Requested”**.

After about 1–2 weeks (you will receive an email announcing the allocation of seminar places):

Step 6: Accepting place offers

1. Open the app **Placement request** again.
2. Click on the relevant module.
3. You will see the seminar that has been offered to you.
4. Click on **“Book”**. Only then will your seminar selection be **confirmed**.