Course Registration

Information on Course Registration in the Master of Business Administration (MBA)

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1. Introduction

This manual describes the process of Course Registration within the QIS-System. Registration can only be performed in a specific time-frame. If registration is orderly prohibited, it will be remarked beneath the regarding course.

2. Timeframes and Deadlines

The timeframe for course registration in the MBA full- and part-time programs starts four weeks before the start of the semester and ends two weeks later. That means the beginning of September for winter term and the beginning of March for summer term.

However, there is a possibility to register late, should you have missed that deadline. In that case please read the regarding section in the FAQ in section 4 of this document.

3. Description of the Course Registration Process

In order to register for a course, please log in to your QIS account: qis.h-da.de

Step 1: Click on "My Curricula Table". This should lead you to a page, where all your Courses are listed.

Step 2: This is your Curricula Timetable. Here you can register for your courses.

My Functions	**Courses**	Modules	Facilities

View options

Lecture Duration ⌄ | show | current: **Lecture Duration**

Curricula - Timetable

preselect Courses | List: → short → medium → long | Plan: → short → medium → long → Print (PDF)
Liste der Block- und Einzeltermine (PDF)

Master of Business Administration (MBA) PO 20180 (90129)T ,   Semester from: 6 ,   Semester to: 6

singulary Event | Block Event | fortnightly

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
vor 8						
8						
9						**Global Financial Manageme...** 09:00 - 16:15 (woch) Start: 04.04.2020 End: 16.05.2020 D19 - D19 / 00.17 Vorlesung ☐ preselect
10						
11						**Business Law** 09:00 - 16:15 (woch) Start: 27.06.2020 End: 11.07.2020 D19 - D19 / 00.17 Vorlesung ☐ preselect
12						
13						
14						
15						
16						
17						
18		**Elective: Business Ethics...** 17:45 - 21:00 (Einzel) Start: 16.06.2020 End: 16.06.2020 D19 - D19 / 00.17 Vorlesung ☐ preselect	**Strategic IT-Management** 17:45 - 21:00 (Einzel) Start: 20.05.2020 End: 20.05.2020 D19 - D19 / 00.17 Vorlesung ☐ preselect	**Strategic IT-Management** 17:45 - 21:00 (woch) Start: 09.04.2020 End: 25.06.2020 D19 - D19 / 00.17 Vorlesung ☐ preselect	**Global Financial Manageme...** 17:45 - 21:00 (Einzel) Start: 22.05.2020 End: 22.05.2020 D19 - D19 / 00.17 Vorlesung ☐ preselect	
19		**Elective: Current Trend i...** 17:45 - 21:00 (Einzel) Start: 07.04.2020 End: 07.04.2020 D19 - D19 / 00.17 Vorlesung ☐ preselect	**Strategic IT-Management** 17:45 - 21:00 (Einzel) Start: 10.06.2020 End: 10.06.2020 D19 - D19 / 00.17 Vorlesung ☐ preselect	**Strategic IT-Management** 17:45 - 21:00 (Einzel) Start: 14.05.2020 End: 14.05.2020 D19 - D19 / 01.09 Vorlesung ☐ preselect		
ab 20		**Elective: Current Trend i...** 17:45 - 21:00 (woch) Start: 19.05.2020 End: 09.06.2020 D19 - D19 / 00.17 Vorlesung ☐ preselect				

Step 3: When you select a course you will be shown details regarding its content and features (time, date, duration, location and lecturer). By clicking on „application info", you will gain access to the course registration.

Basic Information

Type of Course	Vorlesung	Long text	
Number		Short text	
Term	SoSe 2020	Hours per week in term	
Expected no. of participants		Max. participants	
Frequency		Study Year	
Credits		Assignment	enrollment
Hyperlink			
application periods	Belegung mit direkter Zulassung WBIL 06.04.2020 - 10.04.2020 **Department :** Weiterbildung und Duales Studienzentrum		
	Belegung mit direkter Zulassung WBIL 02.03.2020 - 15.03.2020 **Department :** Weiterbildung und Duales Studienzentrum		

Dates/Times/Location Group: [no name]

	Day	Time	Frequency	Duration	Room	Room-plan	Lecturer	Status	Remarks	Cancelled on	M T -i
→	Tue.	17:45 bis 21:00	Einzel	at 16.06.2020	D19 - D19 / 00.17		Schellhase				
→	Tue.	17:45 bis 21:00	Einzel	at 28.07.2020	D19 - D19 / 00.17						

Functions:

Group [no name]: ☐ preselect application currently not allowed → application info schedule preselected

Step 4: On this page you can see the number of registered persons. If the registration is currently possible (please note the timeframes described above) you can register for the course here. If the time to register has already expired, as is the case in this example, "application currently not allowed" is displayed.

List and Manage Applications

Lecture: (no number) Elective: Business Ethics 2 Lecturer(s): Type of Lecture: Vorlesung

Group: no group

Day	Time	Frequency	Lecturer	Max. participants
Dienstag	17:45 to 21:00	Einzeltermin		No restrictions
Dienstag	17:45 to 21:00	Einzeltermin	Schellhase	No restrictions

Accepted so far: 9
Auf Warteliste: 0
Open applications: 0

application currently not allowed

4. FAQ

Why do I have to register for the courses?

Lecturers are able to contact all students via Email which have registered on QIS in order to communicate important information. Materials like books and scripts are ordered for the amount of students, that have registered for the course and the rooms are also distributed according to that number.

When and where can I cancel my course registrations?

You can cancel your registrations in QIS anytime.

What happens, if I miss the deadline for registration?

If you have missed the deadline, the lecturers cannot contact you to communicate course details and you are not taken into consideration when books or scripts are ordered.

Is it possible to register for courses after missing the deadline?

There is a possibility to still register after having missed a deadline. This opportunity is in the second week of the semester. Regular registration is reopened in this week, so that you can register as is described below.

Please be reminded, that you will have missed the information that has already been distributed by the lecturer. Also take note that we will not be able to supply books or scripts in time, should you register late.

I'm on a waiting list. What should I do?

Lecturers can limit the number of permitted students for their course. This may be necessary for didactic reasons. In the MBA-course however, there shouldn't be such limitations, due to the small group size of this program.

Course registration doesn't work. What should I do?

Please send an Email to either mba.fulltime@h-da.de or mba.parttime@h-da.de, depending on your program of study, and describe the problem. A Screenshot always helps and increases our ability to help you.

I can't see a course I want to register for. What should I do?

Please send an Email to either mba.fulltime@h-da.de or mba.parttime@h-da.de, depending on your program of study. It is possible that courses are not displayed here, for example, because they had initially been planned for a different program.

5. Contact Information

For any further questions regarding exam registration, please contact us via e-mail to mba.fulltime@h-da.de or mba.parttime@h-da.de respectively.