MEINCAMPUS TUTORIAL:
STUDENTS’ VIEW

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Edited by Referat L7 - Campusmanagement
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1. EXAMINATION REGISTRATION AND WITHDRAWING FROM AN EXAM

'mein campus' offers various online self-service functions for students. The following pages show you how you can register for examinations using 'mein campus' and how to register for examinations which are subject to certain conditions. We also describe how you can withdraw from an examination.

Using the 'Prüfungsan- und abmeldung' function (registering for and withdrawing from examinations) you can register for examinations within the period published by the Examinations Office or withdraw from examinations as long as the withdrawal deadline has not passed.

You can access the examination management menu from the start page by selecting 'Prüfungen' (examinations):

PRÜFUNGEN >> PRÜFUNGSAN- UND -ABMELDUNG

Before registering you are required to read and confirm the terms and conditions by selecting on 'ich akzeptiere die obigen Bestimmungen' (I accept the above terms and conditions) at the bottom of the page and then clicking on 'weiter' (next).
You are then taken to a page which first of all shows the account level for your degree programme. These accounts can be opened by clicking on the respective lines, showing how the degree programme is structured.

The diagram shows how a degree programme is structured. It is split into accounts (Konto), modules (Modul) and examinations (Prüfung).

The date and examiner are shown when you click on an examination. If several examination dates are available they are listed one under the other. You can register for an examination by clicking on 'Prüfung anmelden' (register for examination).
Before you are finally registered, further details are shown for you to double check that this really is the examination you want to register for. Please check once more that you have chosen the correct examination. If you have, then click 'weiter' (next).

Prüfungsan- und abmeldung

Möchten Sie den folgenden Vorgang wirklich durchführen?

Vorgang: Anmeldung
Studienrichtung: Bachelor of Arts (2 Fach) Pädagogik
Prüfungsnummer: 2431
Prüfung: Pädagogische Arbeitsfelder
Prüfer: [Name]
Datum: [Datum]

Um die Anmeldung durchzuführen, klicken Sie bitte auf die Schaltflache 'weiter'. Mit 'zurück' kehren Sie auf die vorhergehende Seite zurück.
Once you have successfully registered for the examination in the system, you are notified accordingly and a confirmation e-mail is sent to your student e-mail address.

**Registering for examinations subject to certain conditions**

Sometimes you may be unable to register for an examination if there are certain conditions which have to be met before the examination can be taken, for example successfully completing another examination. If this is the case, you receive an error message instead of the message 'Vorgang erfolgreich' (transaction successful). If this happens, please contact the person responsible for you at the Examinations Office.

**Withdrawing from examinations**

You can withdraw from an examination after you have registered for it.

You can manage your examinations from the start page by selecting 'Prüfungen' (examinations):
Once in the section for registering for and withdrawing from examinations ('Prüfungsan- und abmeldung'), please navigate to the examination you wish to change.

The current status of the examination is shown in green. By clicking on 'stornieren' (cancel) and confirming the message which comes next you can withdraw from the examination.

Confirm your decision to withdraw from the examination by clicking 'weiter' (next) on the next page, where 'Rücknahme' (withdrawal) is written in red.
You are notified of the change in status once the registration has been successfully cancelled, and a confirmation e-mail is sent to your student e-mail address.
2. OVERVIEW OF REGISTERED EXAMINATIONS, TRANSCRIPT OF RECORDS, STUDY PLAN AND CERTIFICATES

The following pages show how to view examinations you have registered for in 'mein campus'. They also explain how you can view your transcript of records (Notenspiegel) and your study plan (Studienmatrix), print off official documents and find other application forms.

Overview of examinations you have registered for

You can see a list of all examinations you have registered for from the start page under 'Prüfungen' (examinations):

PRÜFUNGEN >> ANGEMELDETE PRÜFUNGEN

Under 'angemeldete Prüfungen' (registered examinations) you can see all examinations you are currently registered for or which have not yet been graded by examiners. Further information is included in the individual columns in the table. You can download a list of all the examinations you are registered for as a PDF file.
Transcript of records

The 'Notenspiegel' (transcript of records) function shows all the grades you have achieved to date. You can get to your transcript of records from the start page by selecting 'Notenspiegel' (transcript of records):

PRÜFUNGEN >> NOTENSPIEGEL

The transcript of records shows all your recorded course and examination achievements, listed according to module. If a grade is followed by an asterix *, it has not been finally confirmed and may still change as the result of a written examination inspection or the like.
You can also download the transcript of records as a PDF file. ‘Standard (mit Kontenstruktur)’ shows all achievements as they are shown online, the other options can be chosen if you want to group results according to semester, show only achievements which have been passed, show only modules which have been passed, show results in English, or show an overview of your entire course of studies so far.

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<th>Grundlagen- und Orientierungsprüfung (GOP)</th>
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<td>3.0</td>
</tr>
</tbody>
</table>

Die Sprachkenntnisse wurden nachgewiesen.

Notenspiegel PDF-Druck
- Standard (mit Kontenstruktur)
- nach Semestern gruppiert
- nur bestandene Leistungen
- nur bestandene Module
- Standard (mit Kontenstruktur) - englische Version
- Übersicht kompletten Studienverlaufs

PDF-Druck Weitere Bescheide
- Leistungsbescheinigungen nach 546 B/tG

Study plan
You can access your study plan from the start page by selecting ‘Studienmatrix’ (study plan).

PRÜFUNGEN >> STUDIENMATRIX

This gives a list of all compulsory modules from your degree programme, some of which are ordered according to semester. The study plan gives an overview of which modules have already been passed, which you have started and which have not yet been started.

Modules marked in dark green have already been successfully completed. Modules marked in pale green have already been started, one examination has already been taken. Once all examinations in the module have been passed, the module is marked as having been completed. All modules which have not yet been started are marked in grey.
The study plan is only a brief overview of your compulsory modules. Please refer to the examination regulations for your degree programme for more detailed and binding information.

**Official documents and applications**

The 'Bescheinigungen' (official documents) function allows you to print off various official documents. You can access the official documents from the start page by selecting 'Bescheinigungen' (official documents).
The official documents are listed according to semester. Please choose the official documents you require from the list. These can then be saved as a PDF file and printed off.

Application forms can be found on the FAU website, please click on the following link: https://www.fau.de/studium/im-studium/die-studierendenverwaltung-der-fau/
3. COURSE MANAGEMENT

The following pages explain how you can register for and withdraw from courses using 'mein campus'.

You can access the course management menu from the start page by selecting 'Veranstaltungen' (courses):

STARTSEITE >> VERANSTALTUNGEN

You can register for and withdraw from courses here if registration for them is organised via 'mein campus'. Please refer to the course catalogue in UnivIS or ask your lecturer for further information.

Under 'Angemeldete Verstaltungen' (registered courses) you can find courses you have already registered for or for which you are on the waiting list.

Under 'Meinem Studiengang zugeordnete Veranstaltungen' (allocated to my degree programme) you can find courses for your degree programme which you can register for.
Under 'Veranstaltungen der gesamten Universität' (courses from the whole University) you can find other courses offered by the various faculties. If you click on the respective semester, all courses which you can register for in that semester are shown. You can use the search function to look for the name of a specific course. You can get more detailed information by clicking on the course you are interested in.
Click 'Anmelden' (register) to take part.

Click 'Anmelden' again to confirm the registration.

After successfully registering you will receive confirmation and an e-mail.
The course is also shown under ‘Angemeldete Veranstaltungen’ (registered courses) under the relevant semester.

You can withdraw from the course via the given link. The next steps are the same as for registering for a course. You also receive confirmation after successfully withdrawing from a course.
4. FORGOTTEN PASSWORD AND CHANGE OF ADDRESS DATA

The following pages show how you can change your password, what you need to do if you forget your password and how you can change your personal address and further address details.

**Forgotten password**

If you have forgotten your password, you can reset it via the IdM portal. Please click on the following link: https://www.idm.fau.de/

**Change of address**

Please also use the IdM portal to change your address: https://www.idm.fau.de/

Information on how to forward emails to another address can be found in the IdM portal. Further information on your student e-mail address can be found here https://www.rrze.fau.de/dienste/e-mail/weitere-informationen/hinweise-fuer-studierende.shtml