Instructions

Registration process for courses

Crediting of seminar papers and social credits

The following pages inform you where to access the UniPortal and the restricted area "For students". The UniPortal allows you to register or deregister online for courses and to issue the necessary forms to have seminar papers and social credits credited. How to proceed and what options you have is explained here. You will also find useful information on where to find an overview of the courses offered.
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1 Login to UniPortal

You will find the access to the UniPortal as follows:

On the home page www.unilu.ch, on the top right corner, click on the icon . Then select «UniPortal» in the menu:

Now select the section "For students" in the following view:

The login for the restricted area for enrolled students will now open. Click on "SWITCHaai Login":

Login

Login

Anmelden | SWITCHaai | Login | Abmelden
Select «Universität Luzern» in the drop-down list and click on “Auswählen” (“select” in German):

Use your SWITCH edu-ID to log in. For information on how to create such an ID or (if you already have an edu-ID) how to link it to your university account, please consult the instructions provided by the IT Services at https://www.unilu.ch/en/life-at-university/it-services/
2 Overview of courses

The individual courses that you need to attend during your studies are specified in the guidelines. As an additional aid, we have transferred the contents of the guidelines to sample study plans (only available in German).

Example:

<table>
<thead>
<tr>
<th>Modul</th>
<th>Studienanforderung</th>
<th>Beschreibung</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessmentstufe</td>
<td></td>
<td></td>
<td>180</td>
</tr>
<tr>
<td>Vorlesung</td>
<td>Einführung im Bereich Mittelalter/Renaissance</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Vorlesung</td>
<td>Einführung im Bereich Neuzt</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Methodenseminar</td>
<td>Methoden der Geschichtswissenschaft</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Proseminar</td>
<td>Im Bereich Mittelalter/Renaissance</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Proseminararbeit</td>
<td>Im Bereich Mittelalter/Renaissance</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Proseminar</td>
<td>Im Bereich Neuzt</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Proseminararbeit</td>
<td>Im Bereich Neuzt</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Informationskompetenz</td>
<td>Im Rahmen einer ausgewiesenen Lehrveranstaltung</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Orientierungsgespräch</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Important:
First-year students at Bachelor level start with the courses of the assessment level. Most departments provide a timetable with recommended courses per semester. You can find them here (only available in German): [https://www.unilu.ch/en/study/courses-exams-regulations/faculty-of-humanities-and-social-sciences/sample-study-plans/](https://www.unilu.ch/en/study/courses-exams-regulations/faculty-of-humanities-and-social-sciences/sample-study-plans/)

Comprehensive information about the courses of the Faculty of Humanities and Social Sciences and your course of studies can also be found here: [https://www.unilu.ch/en/study/courses-exams-regulations/faculty-of-humanities-and-social-sciences/](https://www.unilu.ch/en/study/courses-exams-regulations/faculty-of-humanities-and-social-sciences/)

Please note that not all courses are offered every semester. For planning beyond the current semester, please contact the Student Advisory Office or your mobility advisor if you are a mobility student.
3 Registration for courses

Participation in courses is subject to prior online registration (please note the registration and deregistration deadlines). The following options are available for registration: Registration via UniPortal or via the course catalogue.

Note: Usually, both login processes work fine. If regardless any problems should occur, we recommend to do the registration directly via UniPortal under the sub-menu "Academic achievements". Also, in some cases there might be a compatibility problem with the browser you are using. Please try another browser if your registration via UniPortal is not successful either.

3.1 Registration via UniPortal

The advantage of this registration is that it allows you to have an overview of the courses required for you, since it displays your course of study. After you logged in to the UniPortal and accessed the restricted area for enrolled students (see chapter 1), select the section "Academic achievements":

Note: In this view, under the heading "Courses" you will find further important information, such as registration deadlines and much more.
After you selected «Academic Achievements», your assigned set box is displayed.

Click on a box you wish to register a course for (e.g. “Master seminar”). A new dialogue window will then open.

The courses available for selection are listed according to the selected “module”.

Now select the desired course from the list, then click on “Auswählen” (“select” in German) and, if necessary, the desired examination type (at the Faculty of Humanities and Social Sciences there is usually only one type available).

Click on «Register».
You will now automatically be directed to the detailed information for the course. After reviewing them, click on "Sign Up" - you are now definitely registered for the course.

You will find an overview of all your registrations under the section "Courses".
3.2 Registration via course catalogue

The advantage of this registration is that you can search for specific courses and filter courses by weekday, department, language, etc.

Access the «course catalogue» via the Unilu website by clicking on the icon 🏫 and selecting the corresponding item or, on the UniPortal main page. Log in with your SWITCH edu-ID (see chapter 1).

Use the different search options or the available lists of your course of study to find the courses of your choice.

The search results are displayed as a list. You can also add interesting courses to a watch list. By clicking on the title of the event, you can access the detailed information.

Click on "Registration" at the end of the detailed information.

**Tip:** If the button "Registration" is not shown, you are probably not logged in.
Now another dialog window opens in which the login is specified. Select the context/module in which you want to book the course.

Please note that in each displayed field, an entry must be selected.

The information from the sample study plan or semester timetables (see chapter 2) will help you to navigate your options.

Then click on "registration" again - you are now definitely registered for the selected course.

4 Deregistration

If you want to cancel a registration for a course, go to the section “Courses” find the relevant course in the overview of your registrations and click on “cancel”. Please consider the registration and deregistration deadlines!
5 Form for crediting seminar papers and social credits

In order for your seminar papers and social credits to be credited, you must create and then submit a corresponding form in the UniPortal.

Important: Before you start the process, make sure the pop-up blocker is deactivated. Otherwise you will not be able to complete it and print the form.

Also, please make sure …

- to choose the right module where the seminar paper or social credits are to be credited (this can only be changed afterwards via the subject study guidance and separate credit transfer form)
- to choose the right semester.
- enter the name of the lecturer (without first name).
- to enter the title of your seminar paper or social activity accurately. It will be shown in your transcript of records in the exact wording.

5.1 Seminar papers

Access the section "Academic achievements" and in your set box, select the box "Main seminar paper" in the correspondent module. A new dialog window opens, where you are asked to confirm the module (e.g. here "Communication media") to which the seminar paper should be allocated.

Click on the button next to «Register for». 
Please note the information displayed at the beginning of the procedure.

Then click on "Next" and enter the necessary details.

You can also save the form as a pdf and, if requested, submit it by e-mail together with the paper to the lecturer.

5.2 Social Credits

To create the form for crediting social credits, click on "additional course achievement" and then click "Social Credits":

The individual steps for creating this form are the same as those described under 5.1.
6 Get in touch

If you have any questions regarding these instructions, please contact the dean's office of the Faculty of Humanities and Social Sciences:

- ksf@unilu.ch
- 041 229 55 00

For technical questions, please contact the IT helpdesk:

- helpdesk@unilu.ch
- 041 229 50 10