UNIVERSITÄT
LUZERN

**KULTUR- UND
SOZIALWISSENSCHAFTLICHE FAKULTÄT**

DEKANAT

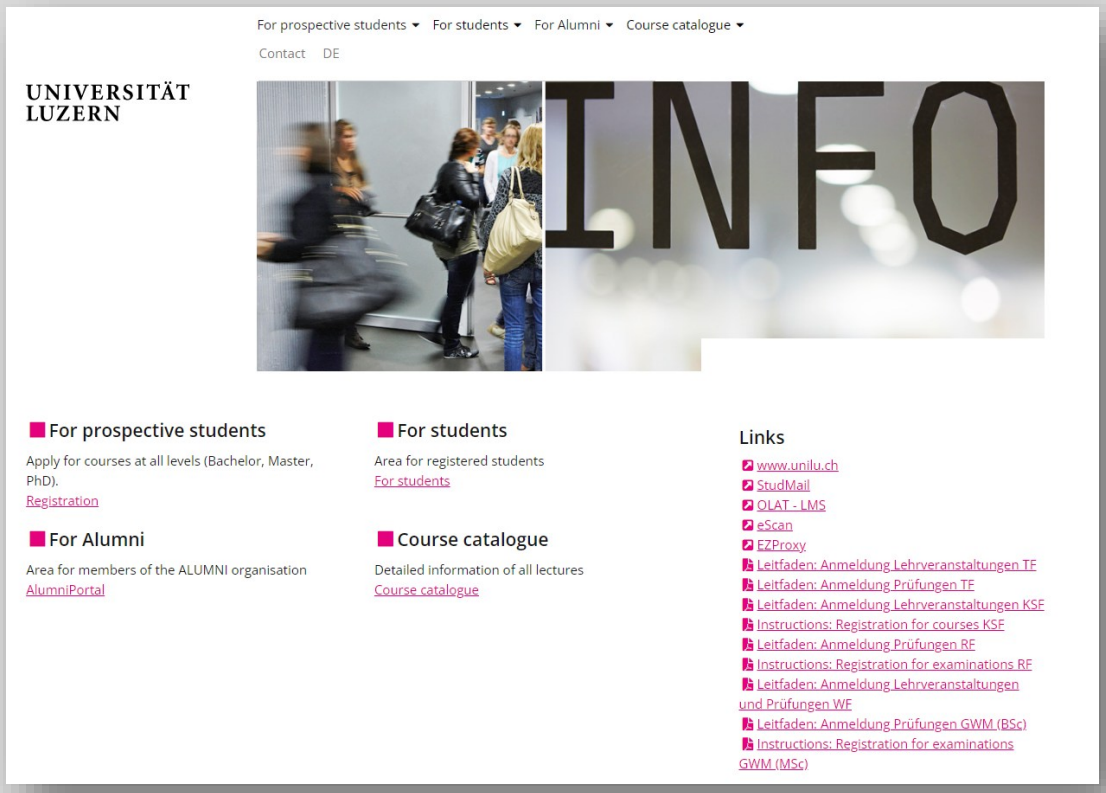
Datum: 5. Januar 2023

Instructions

Registration process for courses

Crediting of seminar papers and university engagement

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 university engagement 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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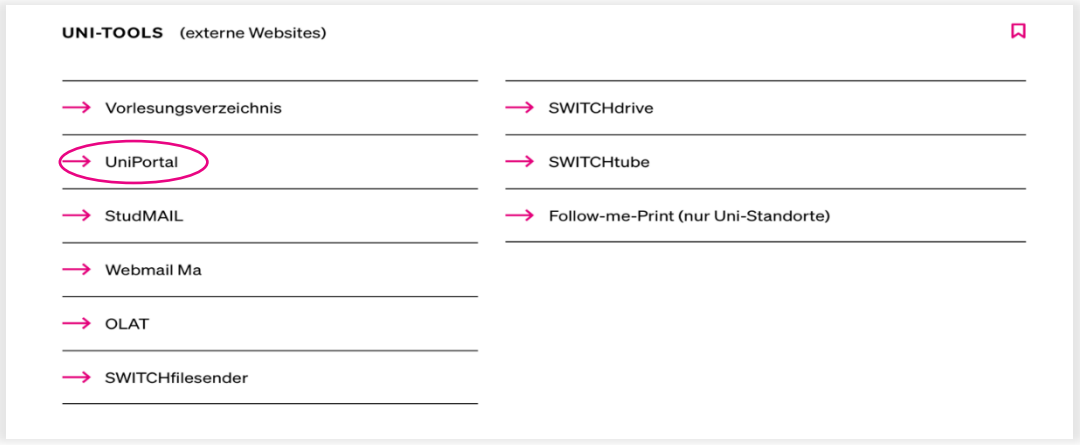
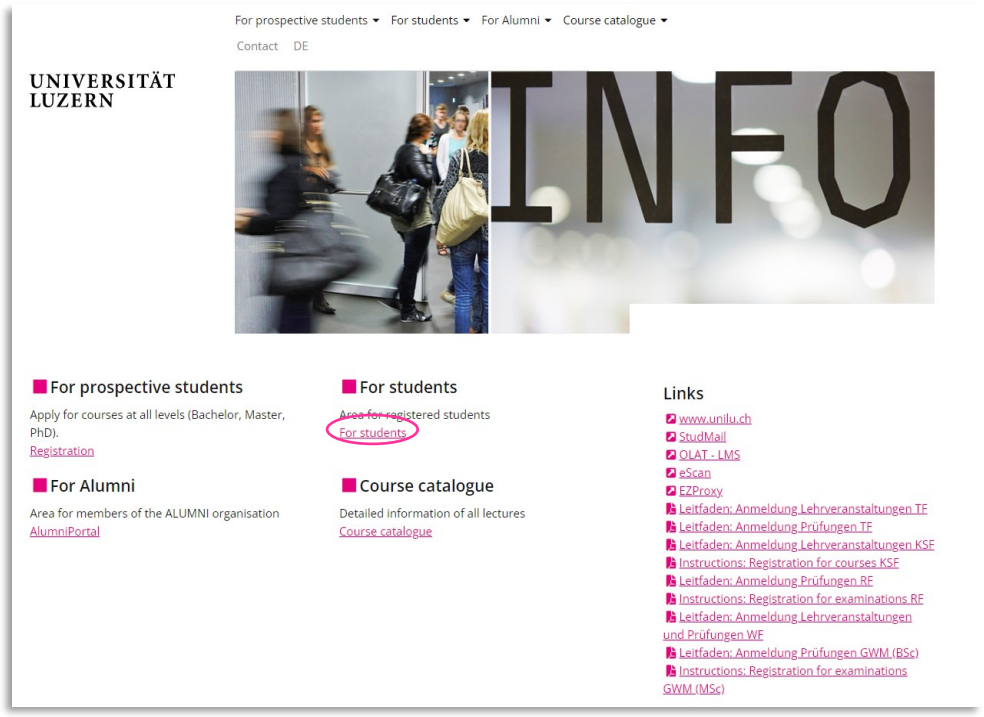
1 Login to UniPortal

You will find the access to the UniPortal as follows:

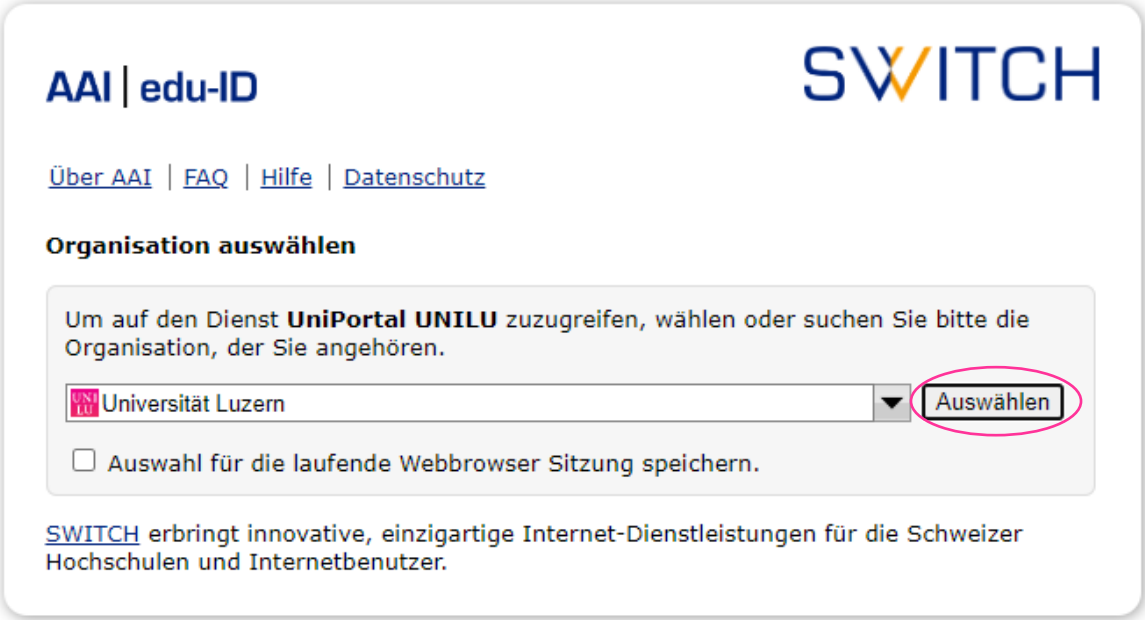
On the home page www.unilu.ch, on the top right corner, click on the icon Uni-Tools . Then select «UniPortal» in the menu:



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

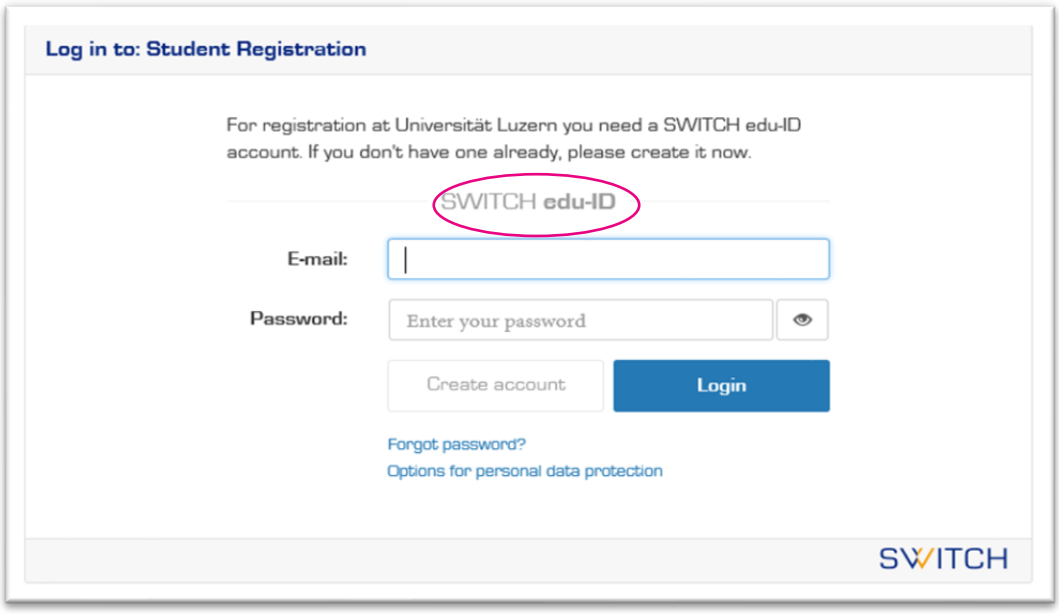


The login for the restricted area for enrolled students will now open. Select «Universität Luzern» (unless you're enrolled in another University) in the drop-down list and click on "Auswählen" ("select" in German):



Use your **SWITCH edu-ID** to log in. Click here in order to create a SWITCH edu-ID.

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/university-life/it/



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:

Musterstudienplan: BA Geschichte Major

Studienbeginn ab HS 2016

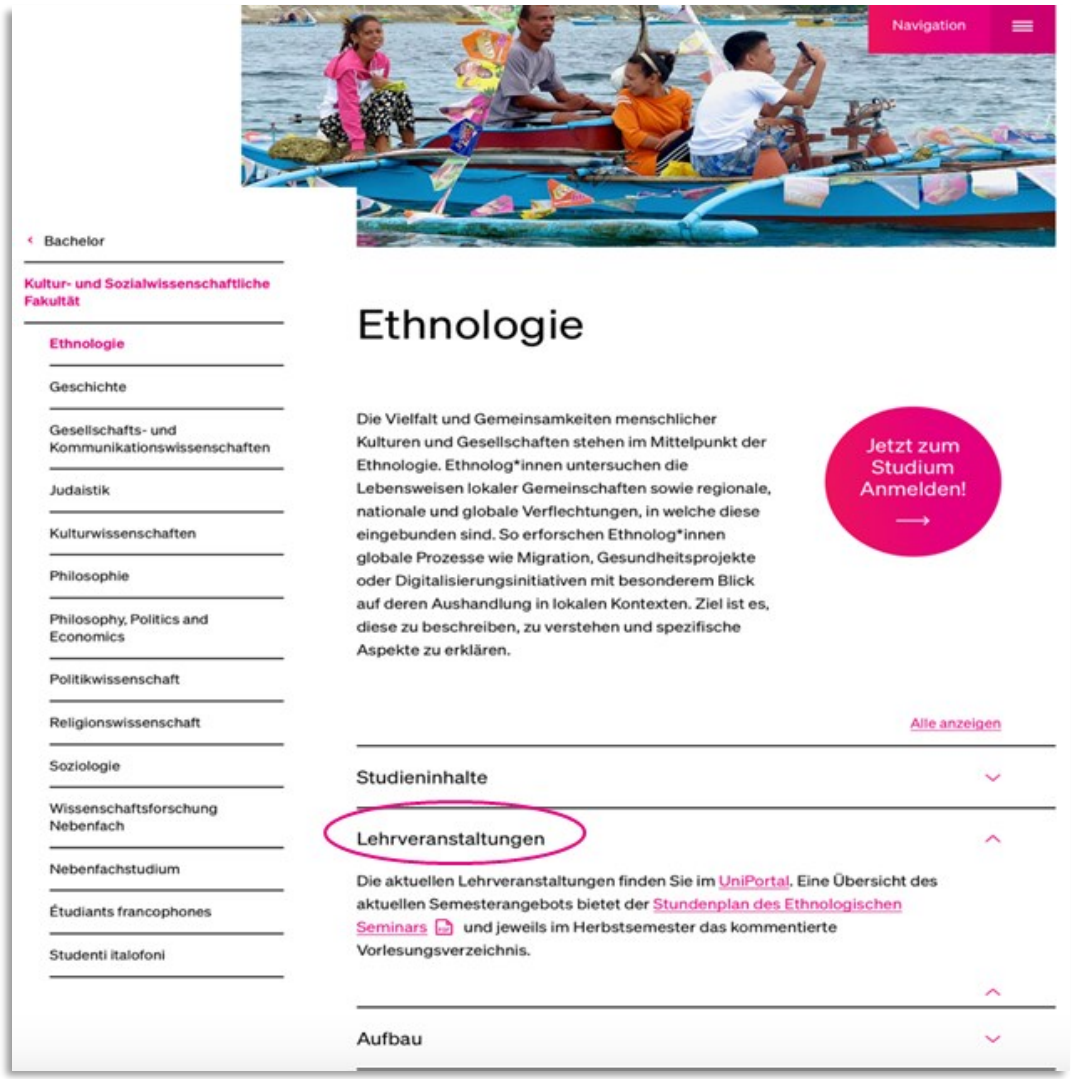
Modul	Studienanforderung	Beschreibung	Credits 180	☑
Assessmentstufe				
Major	Vorlesung	Einführung im Bereich Mittelalter/Renaissance	2	
	Vorlesung	Einführung im Bereich Neuzeit	2	
	Methodenseminar	Methoden der Geschichtswissenschaft	4	
	Proseminar	Im Bereich Mittelalter/Renaissance	4	
	Proseminararbeit	Im Bereich Mittelalter/Renaissance	4	
	Proseminar	Im Bereich Neuzeit	4	
	Proseminararbeit	Im Bereich Neuzeit	4	
	Informationskompetenz	Im Rahmen einer ausgewiesenen Lehrveranstaltung		
	Orientierungsgespräch	–		
Hauptstudium				
Major	Hauptseminar	Im Bereich Mittelalter/Renaissance	4	
	Hauptseminararbeit	Im Bereich Mittelalter/Renaissance	6	
	Hauptseminar	Im Bereich Neuzeit	4	
	Hauptseminararbeit	Im Bereich Neuzeit	6	

Important:

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/

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.

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 in the description of the respective subject (only available in German): https://www.unilu.ch/en/study/study-programmes/



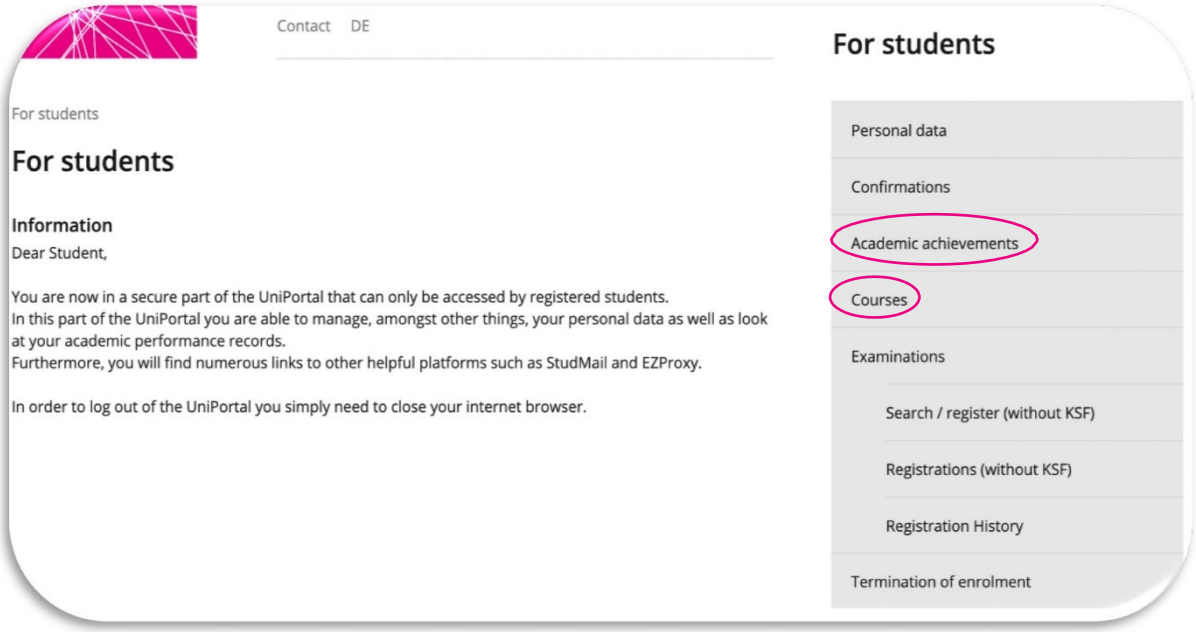
3 Registration for courses

Participation in courses is subject to prior online registration (please note the registration and deregistration deadlines). Without registration during the registration period, there will be no credits. The following options are available for registration: Registration via **UniPortal** or via the **course catalogue**. We strongly recommend the registration via UniPortal.

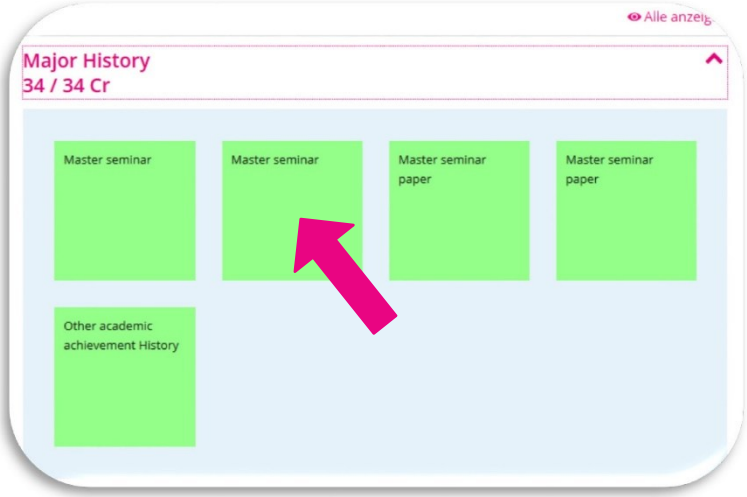
Note: Usually, both login processes work fine. If regardless any problems should occur, we recommend to do the registration directly via UniPortal under the sub-menu "Academic achievements". Also, in some cases there might be a compatibility problem with the browser you are using. Please try another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

3.1 Registration via UniPortal

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

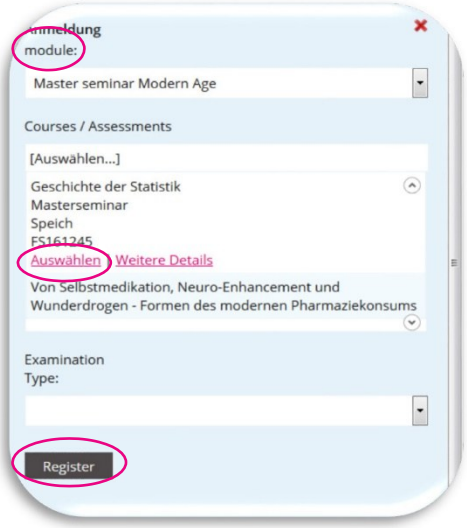


Note: In this view, under the heading “Courses”, you will find further important information, such as registration deadlines and much more.



Once you select **«Academic Achievements»**, your assigned set box is displayed.

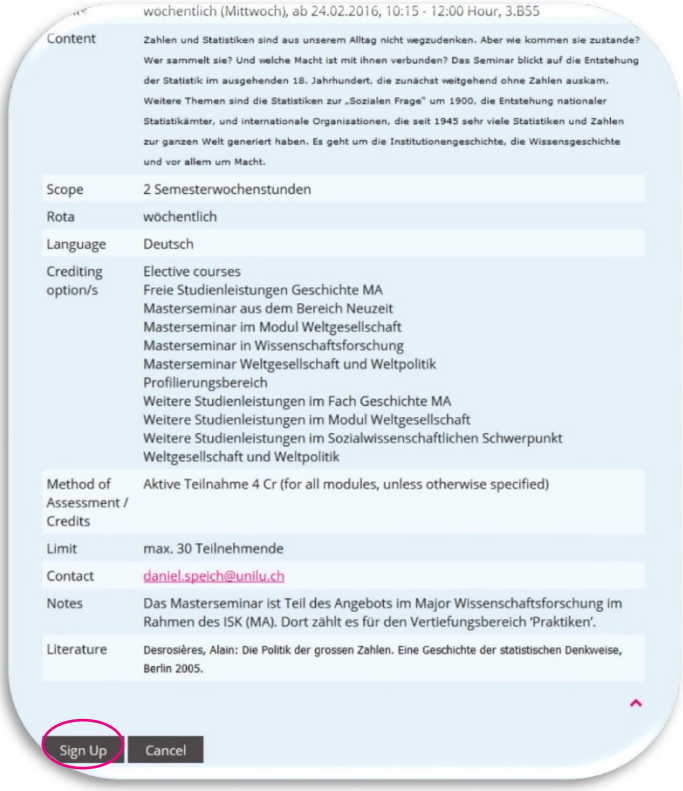
Click on the box you wish to register a course in (e.g. “Master seminar”). A new dialogue window will open now.



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

Now select the desired course from the list, 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 of the course. After reviewing your decision, make it final by clicking **"Sign Up"** - you are now definitely registered for the course.

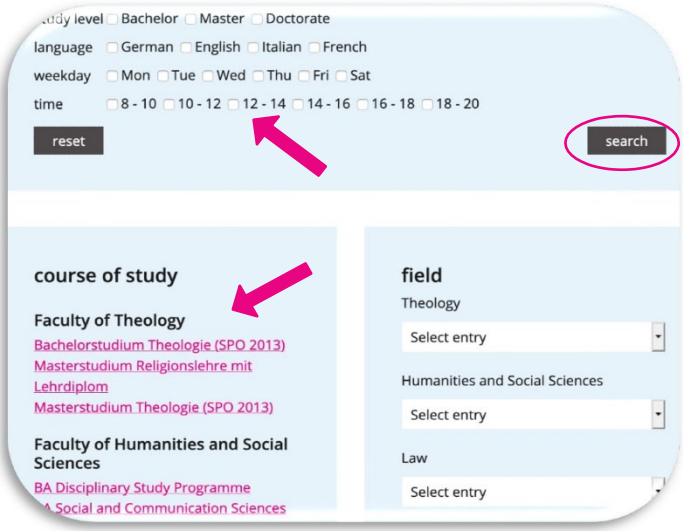
You will find an overview of all your registrations under the section **"Courses"**.

3.2 Registration via course catalogue

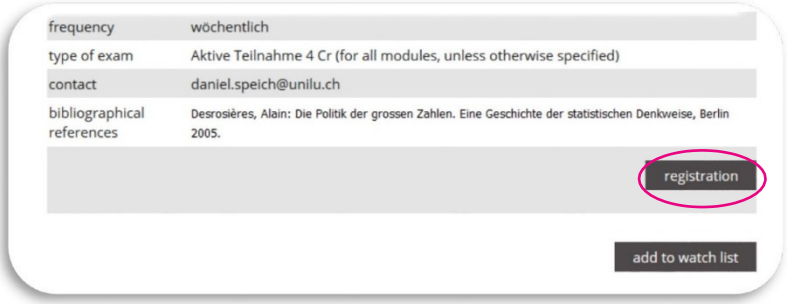
The advantage of this way of registration is that you can search for specific courses and filter courses by weekday, department, language, and so on.

Access the «course catalogue» via the Unilu website by clicking “Uni-Tools” and selecting “Course Catalogue”. 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.

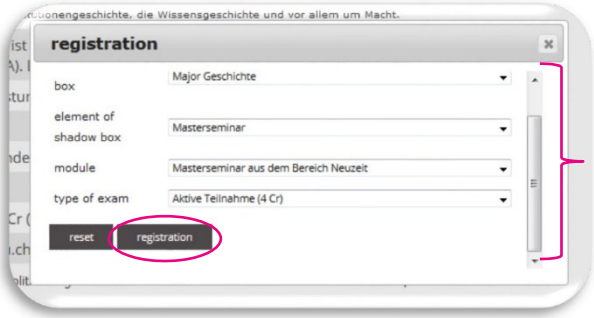


The search results are displayed as a list. You can also add interesting courses to a **watch list**. By clicking on the title of the event, you can access the detailed information.



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 registration is specified. Select the context/module in which you want to book the course in.

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

The information on 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!

Important: If you wish to deregister outside the deadlines, consult the administration office of the correspondent department. Additionally, the lecturer concerned should always be informed.

5 Form for crediting seminar papers and university engagement

In order for your seminar papers and your university engagement (previously called “social credits”) to be credited, you must create and then submit a corresponding form within the **UniPortal**.

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

Also, please make sure …

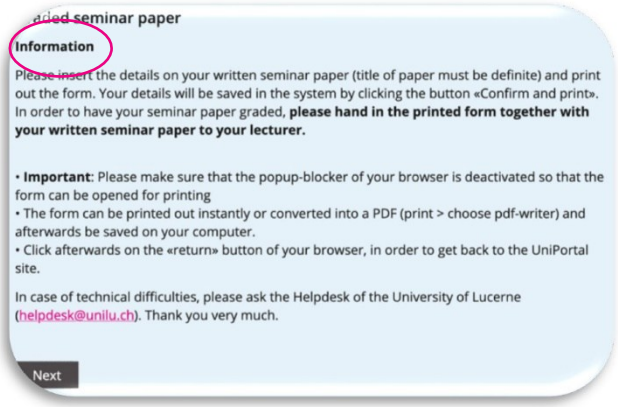
- to choose the right module where the seminar paper or university engagement is to be credited (this can only be changed afterwards via the subject study guidance and separate credit transfer form)
- to choose the right semester.
- enter the name of the lecturer (without first name).
- to enter the title of your seminar paper or university engagement 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 will open 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»**.



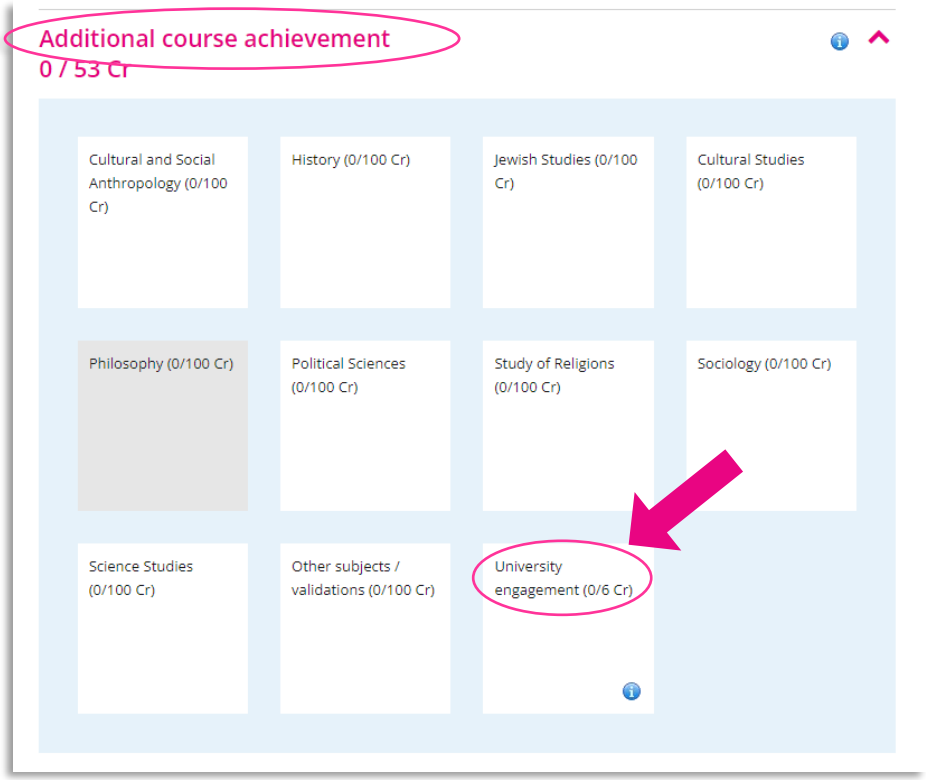
Please note the information displayed at the beginning of the procedure.

Then click **"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 seminar paper to the lecturer.

5.2 University Engagement

To create the form for crediting university engagement (or social credits accordingly), click on “additional course achievement” and then “university engagement”:



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 Servicedesk:

- servicedesk@unilu.ch
- +41 41 229 50 10