

UniPortal registration instructions for exams and courses, Faculty of Economics and Management (FEM)

1. [UniPortal](#) registration is mandatory and binding for all FEM courses for which you wish to acquire credits. Registration is therefore not only required for courses with examinations, but also for courses without examinations (e.g. seminars). The UniPortal registration is only possible during the [registration period](#).



■ For prospective students

Apply for courses at all levels (Bachelor, Master, PhD).

[Registration](#)

■ For Alumni

Area for members of the ALUMNI organisation

[AlumniPortal](#)

■ For students

Area for registered students

[For students](#)

■ Course catalogue

Detailed information of all lectures

[Course catalogue](#)

Links

- www.unilu.ch
- [StudMail](#)
- [QLAT](#)
- [eScan](#)
- [EZProxy](#)
- [Instructions: Online-registration for courses KSF](#)
- [Instructions: Online-registration for courses KSE](#)
- [Instructions: Online-registration for courses TF](#)
- [Instructions: Online-registration for examinations TF](#)
- [Instructions: Online-registration for examinations WF](#)
- [Instructions: Online-registration for examinations RF](#)

2. The link **"For students"** opens the login to the protected area for enrolled students.

Login

Login

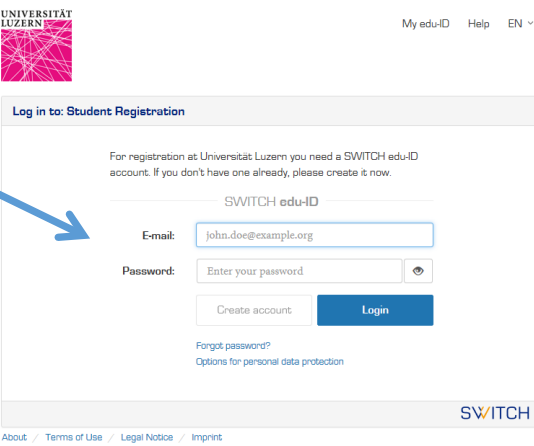
Login

Login  Logout

3. Select "University of Lucerne". The registration takes place via your SWITCH edu-ID login data

E-mail: Your SWITCH edu-ID mail

Password: *****



UNIVERSITÄT LUZERN

My edu-ID Help EN

Log in to: Student Registration

For registration at Universität Luzern you need a SWITCH edu-ID account. If you don't have one already, please create it now.

SWITCH edu-ID

E-mail: john.doe@example.org

Password: Enter your password


Create account Login

Forgot password?
Options for personal data protection

SWITCH

About / Terms of Use / Legal Notice / Imprint

4. Select "Academic achievements"



Contact DE

For students

For students

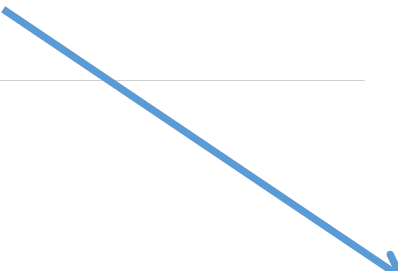
Information
Dear Student,

You are now in a secure part of the UniPortal that can only be accessed by registered students. In this part of the UniPortal you are able to manage, amongst other things, your personal data as well as look at your academic performance records. Furthermore, you will find numerous links to other helpful platforms such as StudMail and EZProxy.

In order to log out of the UniPortal you simply need to close your internet browser.

For students

- Personal data
- Confirmations
- Academic achievements
- Courses
- Examinations
 - Search / register (only RF, TF and WF)
 - Registrations (only RF, TF and WF)
 - Registration History
- Termination of enrolment



5. Select the appropriate level

Personal information

First name, surname	Peter Abbegg-Müller WF
Matriculation number	22-222-251
Field of study	MA Wirtschaftswissenschaften <input checked="" type="checkbox"/>
Status	In progress
Credits	9 Cr
Not assigned credits	0 Cr
faulty Cr	3
Total average grade	4.63

Information

Note

- KSF: registration and deregistration for courses of the Fall semester 2019 are possible from **Monday, 2 September 2019 (from 8 o'clock) until Friday, 27 September 2019 (until midnight).**
- TF: registration and deregistration for courses of the fall semester 2019 are possible from **Monday, 9 September 2019 (from 8 o'clock) until Friday, 27 September 2019 (until midnight).**
- This overview of your current academic achievements is not legally binding. Your official and final transcript of records and your diploma will be handed over to you upon successful completion of your studies.
- TF, KSF and WF: if you need an official transcript of records during the course of your studies, e.g. when changing to another university or for application purposes, please contact the respective Dean's office of TF, KSF or WF.

[Print version of your study performance](#)
A transcript of records (PDF) is not available (before the examination session)

[Show all](#)

Compulsory subjects 6 / 24 Cr

Specialisation Market-oriented Management 0 / 36 Cr

Optional subjects 3 / 12 Cr

Master Thesis 0 / 18 Cr

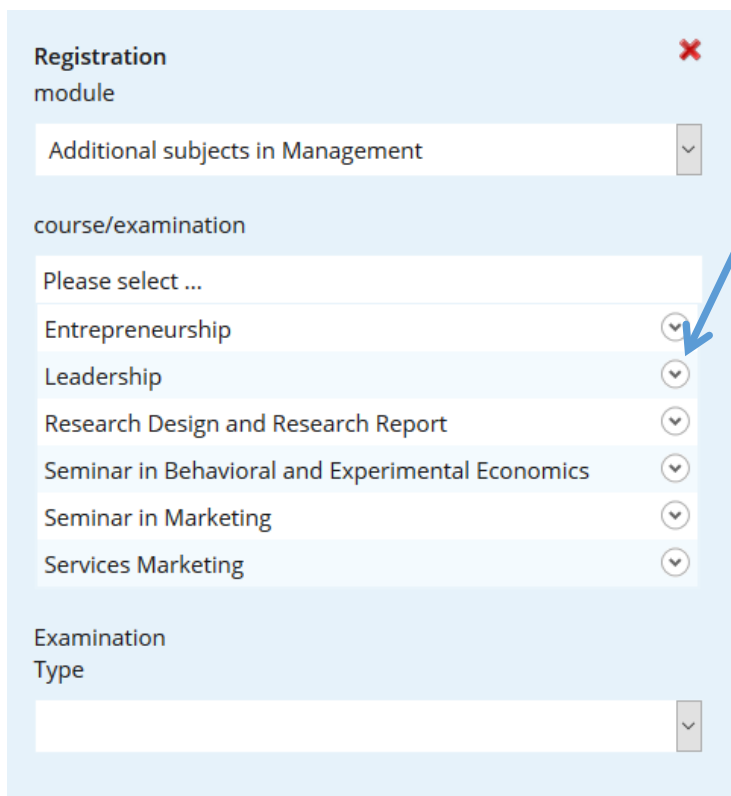
Obligations 0 Cr

6. Select the desired subject

Compulsory subjects 6 / 24 Cr

Causal Analysis	Games and Strategies	International Macroeconomics	Advanced Marketing Management
Public Economics	Strategic HRM	Corporate Finance	

7. Select your course / examination from the drop-down menu and click on “Confirm enrollment”



Registration module ✖

Additional subjects in Management ▼

course/examination

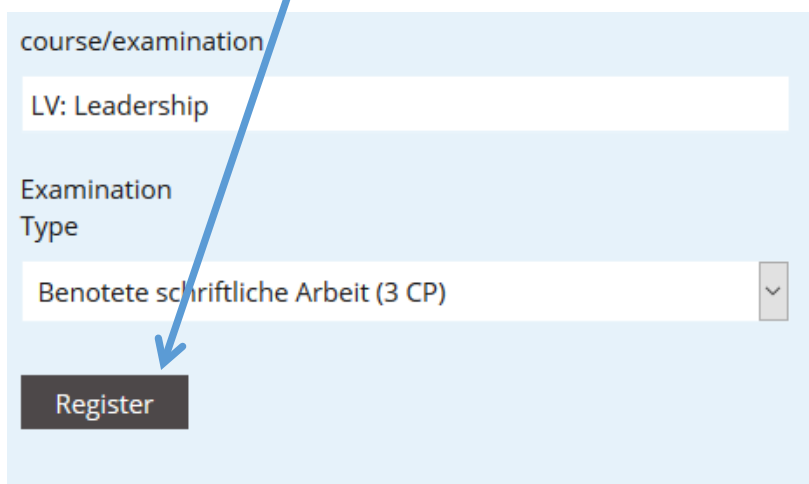
Please select ...

- Entrepreneurship ▼
- Leadership ▼
- Research Design and Research Report ▼
- Seminar in Behavioral and Experimental Economics ▼
- Seminar in Marketing ▼
- Services Marketing ▼

Examination Type

▼

8. Then, click on “Register”



course/examination

LV: Leadership

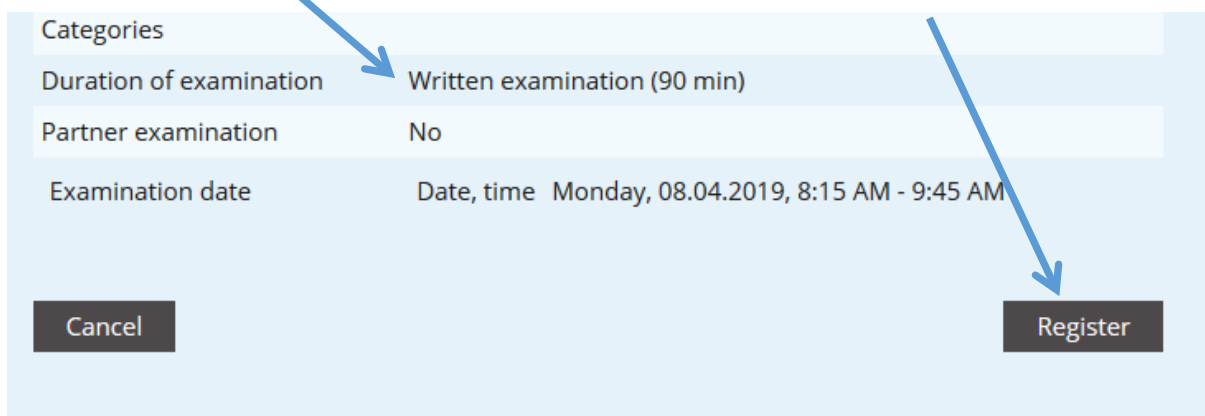
Examination Type

Benotete schriftliche Arbeit (3 CP) ▼

Register

9. Select "Register"

The **"Duration of the examination"** shows you the exam mode (written / oral) and the duration (subject to extensions granted upon request; these are not displayed here).



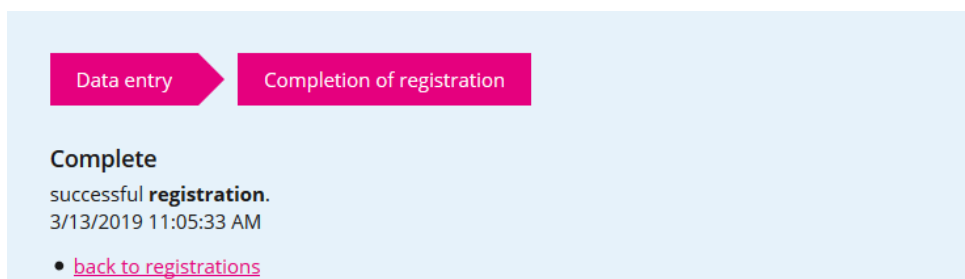
The screenshot shows a registration form with the following fields and values:

Categories	
Duration of examination	Written examination (90 min)
Partner examination	No
Examination date	Date, time Monday, 08.04.2019, 8:15 AM - 9:45 AM

At the bottom of the form, there are two buttons: "Cancel" on the left and "Register" on the right. Two blue arrows point from the text above to the "Duration of examination" field and the "Register" button.

10. The registration is now completed.

Repeat the process for any further exams / courses.



The screenshot shows a confirmation screen with two pink arrow-shaped buttons: "Data entry" and "Completion of registration". Below the buttons, the text reads:

Complete
successful **registration**.
3/13/2019 11:05:33 AM

- [back to registrations](#)

11. You will find an **overview of your exam registrations** under **"Examinations"** and **"Overview of registrations / dates"**. Check whether you are registered for all desired exams!

Examinations

Examinations

In this section you are able to register/deregister for your examinations. Deregistrations can be done until the end of the registration period.

Please note the examination information for your particular Faculty.

[Faculty of Theology](#)

[Faculty of Humanities and Social Sciences](#)

[Faculty of Law](#)

Examinations (only for RE, TF and WF students)

[Search / register \(only RE, TF and WF\)](#)

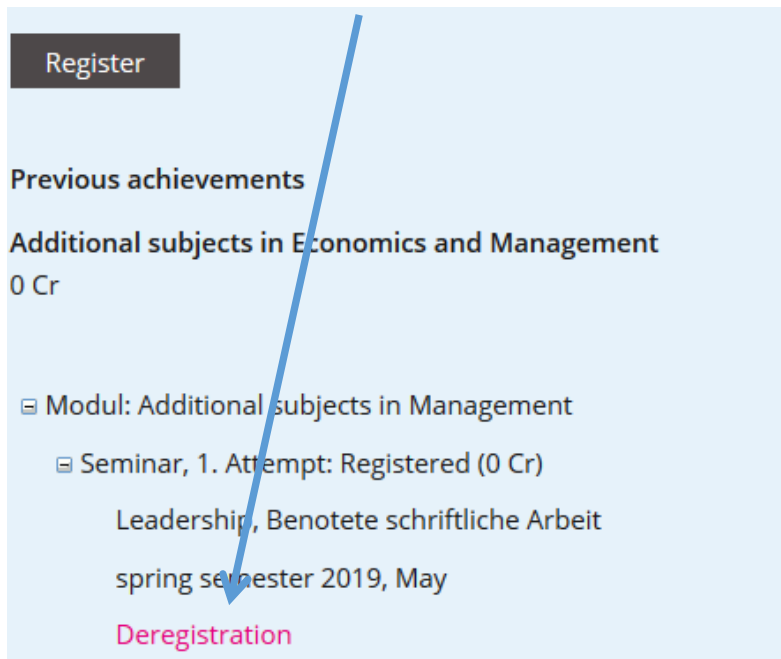
[Overview of registrations / dates](#)

An **overview of the registered courses** that are held without an examination (e.g. seminars) can be found under **"Courses"**. Check whether you are registered for all desired courses!

12. Please print the confirmation of your registration

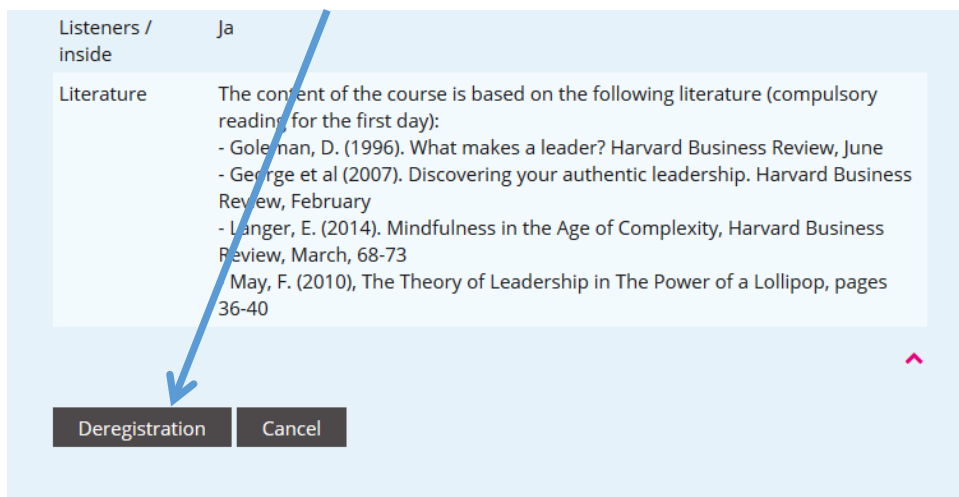
13. Deregistration

If you like to withdraw from a registered exam / course within the registration period, go back to the overview of academic achievements and select the area in which you wish to cancel your registration. Scroll to the desired module in the list of displayed modules and click on **"Deregistration"**.

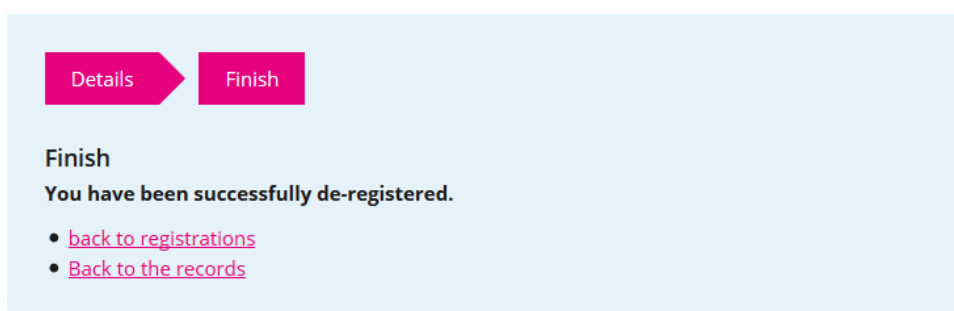


The screenshot shows a user interface for registration. At the top left is a dark grey button labeled "Register". Below it, the text "Previous achievements" is displayed. Underneath, the heading "Additional subjects in Economics and Management" is followed by "0 Cr". A list of modules is shown, with the first one expanded: "Modul: Additional subjects in Management". Under this, another module is listed: "Seminar, 1. Attempt: Registered (0 Cr)". Below this, the text "Leadership, Benotete schriftliche Arbeit" and "spring semester 2019, May" is visible. At the bottom of this section, a pink button labeled "Deregistration" is highlighted with a blue arrow pointing to it.

Confirm by clicking on the button **"Deregistration"**



The screenshot shows a confirmation dialog box. At the top, it says "Listeners / inside" and "Ja". Below this, the text "Literature" is followed by a list of references: "The content of the course is based on the following literature (compulsory reading for the first day):", "- Goleman, D. (1996). What makes a leader? Harvard Business Review, June", "- George et al (2007). Discovering your authentic leadership. Harvard Business Review, February", "- Langer, E. (2014). Mindfulness in the Age of Complexity, Harvard Business Review, March, 68-73", and "May, F. (2010), The Theory of Leadership in The Power of a Lollipop, pages 36-40". At the bottom of the dialog, there are two buttons: "Deregistration" and "Cancel". A blue arrow points to the "Deregistration" button.



The screenshot shows a final confirmation message. At the top, there are two buttons: "Details" and "Finish". Below them, the text "Finish" is displayed, followed by "You have been successfully de-registered.". Below this, there are two bullet points: "• [back to registrations](#)" and "• [Back to the records](#)".

For more information on the exams, please contact our [examination website](#).

If you have any technical questions, please contact the Helpdesk of the University of Lucerne:
helpdesk@unilu.ch or phone +41 41 229 50 10.