

Course registration guide for the fall semester 2021/2022:

Dear new MMM students,

I hope you have a great summer, and I am excited to welcome you to the University of Mannheim and the MMM-program in September.

I want to give you some information on the **course registration process** (*please note that course registration and exam registration are two different things. You will receive information on the exam registration by the Student Services later in the semester*).

You can register for all MMM 5XX & 6XX-modules via the Student Portal:

1) Unrestricted courses:

Most courses are unrestricted, which means they do not have a limited number of participants and thus no special registration-procedure. When you register for those courses, you will be admitted directly. The registration period starts on 1 August and is open throughout the semester. You can de-register any time via Student Portal.

2) Restricted courses:

A few courses have a limited capacity; admissions are decided exclusively by lot. There is NO first-come-first-served-rule! **The registration period for those restricted courses is between 18 August (9:00 a.m.) and 2 September 2021 (11:59 p.m.).**

From 4 September to 12 September you will be able to de-register from restricted courses by yourself via the Student Portal. Your place will be filled up automatically with a fellow-student from the waiting list. I kindly ask you to **stick to this deadline**. De-registering later than 12 September causes trouble for the lecturer, the administration, and your fellow-students, as much-wanted places remain unused. **Please be fair and respectful and decide within the first week of the lecture period if you want to participate in a course or not!**

The restricted courses are the following (please also double-check with the Student Portal, as changes might occur):

- FIN 541 Corporate Finance I - Case Study
- FIN 606 FinTech
- IS 515 Process Management and Analytics
- IS 607 Digital Innovation
- MAN 634 Entrepreneurial Behaviour – Behavioural Crowds & Crowdfunding for Cultural, Creative and Sustainable Ideas
- MAN 635 Social Entrepreneurship: Targeting Social Capital through Ecopreneurship
- MAN 646 HR Analytics
- MAN 649 Human Resource Recruitment and Selection
- MAN 656 Mergers & Acquisitions
- MAN 681 Climate Change and Decarbonization
- MAN 682 Materiality, Risk Assessment, and Reporting
- MAN 683 Sustainability Communication
- MAN 684 Sustainable Business Models & Circular Economy
- MKT 580 Digital Marketing Strategy
- MKT 613 Verhandlungsführung

- MKT 623 Strategic Marketing Management Simulation
- OPM 544 Advanced Supply Chain Planning

PLEASE NOTE: IS 613 and IS 615 have their own registration procedure. Please check the [chairs' website](#). The application period is between 1 August and 2 September.

3) Seminars (7XX-modules):

The registration for seminars (7XX-modules) is organized by each area or chair individually. Please check the website of the respective chair.

4) Electives:

You find information on the registration process for Electives in the module catalog. For Electives, the registration period of the respective school or area is binding. Please note, that some registration periods are quite early, for example:

- for Exercise Classes in **Sociology**: 2 August to 11 August.
- all courses that are part of Electives offered by the **School of Humanities** (English/American, German, and Romance Studies, History, and Philosophy) 16 August to 25 August (via Email to Sebastian Hempen (master@phil.uni-mannheim.de)).

Please find a detailed guide for the course registration process below.

In order to help you prepare and organize your study plan for the upcoming lecture period, the form of participation (digital live / digital recorded / digital live & recorded) is announced via the Student Portal for each course. Furthermore, all lecturers were asked to give detailed information on their teaching methods, forms and dates of assessments etc. as early as possible.

If you have any questions or concerns, please do not hesitate to contact me any time ([lea.oberlaender\(at\)uni-mannheim.de](mailto:lea.oberlaender(at)uni-mannheim.de))

I wish you all a pleasant semester break and a successful start into the fall semester 2021!

Best wishes,

Lea Oberländer

- Program Manager-

How to register:

Please register for these courses directly in the corresponding module via Student Portal:

- Log into Student Portal.
- Select "My Studies" and "Degree Planner".
- Search for the module you would like to register for (use Ctrl f).
- Expand the module by clicking on the small plus sign to the left of the module name and register by clicking on the "Apply" button.
- Your status for this course will now read "registered".

- On **3 September**, your status will change into “admitted” in case you received a place in the course, or “rejected” in case you did not receive a place in the course.
- If you were admitted to a course which you no longer intend to take, please use the “withdraw”-button in order to drop the course and give other students the chance to move up into the course.
- If you were rejected from a course, please make sure to check the Portal regularly up until **12 September**. During this period, students can move up into a course they were initially rejected from. In case you can move up into a course, your status will change from “rejected” into “admitted”. Should you no longer wish to take part in the course, please withdraw as explained above.

For all courses without a restricted capacity, you can register via Student Portal as explained above. You will be admitted directly.