Web registration for students at the Department of History

You have been admitted to Lund University. You must register on the course and attend the mandatory first meeting to keep your place. The Student Portal is an IT service where students can log in and perform several administrative tasks. Log in to the student portal and choose Course registration.

Log in to the <u>Student Portal</u> with your Student account and password. At <u>passport.lu.se</u> you will find all the password functions. New students can activate their central student account by using their log in information from <u>antagning.se</u> (universityadmission.se). If you have forgotten your password you can order a new one. You can change your current password.

When you have logged in you change the language to English by clicking Change Language in the top right corner of the web site. Choose semester and the alternatives you can register on are listed. If no alternatives are listed you the course is not open for registration at the moment. Contact the department before the registration period ends.

Do not forget the mandatory first meeting. If you do not attend the meeting you lose your place on the course. If you cannot attend you must contact the department before the meeting.

NOTE! If you do not register and attend the meeting within the time limit you automatically decline your place on the education. Your place will then be given to a student on the waiting list.

Administrator Ingegerd Christiansson: <u>hist@hist.lu.se</u>, +046(0)46-222 79 60

Academic advisor Anna Wallette: <u>studievagledare@hist.lu.se</u>, +046(0)46-222 79 62

Registration for students

Log in to the student portal and choose Course/programme registration.

Lunds universitet					
START [×] TUITION	REGISTRATION	INFORM	MATION AB	OUT STUDIES	EXAMS, DEGREI
SUPPORT MY SETT	Course/programme regis	stration			
- WELCOME TO THE STUDENT PORTA	Decline offer of admissio Early course discontinuat	n tion	× R	⇒ LINKS	
News from the Student Rece	ption Desk			Lund University	International Desk
The Student Reception Desk includ Account Support (StiL), and Caree Lund, see map below.	des International Desk, Study er Services. We are located a	y Information, at Stora Algat	Student an 4 in	• International De Lund University	usk Libraries
We are open Monday-Friday 10:00 http://www.lu.se/images/Intsek/S)-14:00. Itudentreceptionen.pdf			Lund University Lovisa (library c Summon (article Find Publication	<u>Libraries</u> atalogue) s and databases) s
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Choose semester and click Continue.

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SUPPORT MY SETTINGS PHD STUDENT	

COURSE/PROGRAMME REGIST	ATION				
Select semester	noose program/courses 👌 1	Inspect $ ight angle$ (Confirmation		
Registration on program a	nd course				
This is where you can register	he program and/or course/s to whi	ich you have beer	n admitted. You o	an also view your p	previous registrations.
If you do not register you may	lose your place and it may be offer	red to another stu	dent.		
If there are any doubts in rega	rds to the information displayed, pla	ease contact your	department.		
If you decide to apply for a stu	dy leave or non-completion after re	egistration you ha	ve to give notice		
Semester					
Spring 2015					
Autumn 2015					
Continue →					

Here you can see your admissions to programmes, courses and/or exchange studies. In the right hand column you get a message if you for some reason cannot register through the student portal. If it is not possible via the student portal your department must register you for the semester. Then you can register for your studies.

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Tick the alternative/-s that you wish to register for and click Continue.

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Inspect and approve your registrations by clicking on Register.

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You get a confirmation that the registration has been made. Click on "Show registrations" to view your confirmed registrations (the little arrow) to verify that your registration was finalized.

START	TUITION	REGIS	STRATION	INFORMATION ABOUT STUDIES	EXAMS
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If all went well you should be able to see completed registrations:

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If you would like to try to register again you can <u>Start over</u>.

You can also see your registrations under Information about studies > Results and registrations.

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START ×]	TUITION	REGIS	STRATION	INFORMATION ABOUT STU	DIES				
SUPPORT	[MY SETT	TINGS	PHD STUD	Results and registrations					
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Click on the Registrations tab:

Results Re	egistrations	Admissions													
Program re	gistratio	ns													
Semester	Program	Specialization	Program semester	Title									Crea	lits Regis	stration
H15	SGSMA	RETA	5	Bachelo	or of Science Pro	ogramme in Service Managem	ment							L80 FFG	
V15	SGSMA	RETA 4 Bachelor of Science Programme in Service Management											L80 FFG		
H14	SGSMA	RETA 3 Bachelor of Science Programme in Service Management										L80 FFG			
V14	SGSMA	RETA	2	Bachelo	or of Science Pro	ogramme in Service Managem	ment							L80 FFG	
H13	SGSMA	RETA	1	Bachelo	or of Science Pro	ogramme in Service Managem	ment							L80 FFG	
Course reg	istrations														
Semester	Course code	Title							Program	Start week	End week	Credits	Registration type	Non-com date	pletion
V15	KSMB41	Methods and A	nalytical Ski	lls					SGSMA	201504	201523	15.0	FFG		
V15	KSMA44	Retail Manager	ment - Place	Developr	ment and Busine	ss Relations			SGSMA	201504	201523	15.0	FFG		
H14	KSMA32	Service Manag	ement: Final	ncial Acco	unting and Man	agement Accounting in the Se	ervice Secto	or	SGSMA	201436	201503	15.0	FFG		
H14	KSMA31	Service Manag	ement: Man	aging, Or	ganizing and Ma	rketing in Service Organizatio	ons		SGSMA	201436	201503	15.0	FFG		
V14	KSMA23	Retail Manager	ment - the St	tore					SGSMA	201404	201423	15.0	FFG		
V14	KSMA25	Service Manag	ement: Con	sumption,	Identity and Co	ommunication			SGSMA	201404	201423	15.0	FFG		
H13	KSMA12	Service Manag Perspectives	ement: Dev	elopment	of the Service S	Sector: Economics and Econom	mic Geogra	phy	SGSMA	201336	201403	15.0	FFG		
H13	KSMA11	Service Manag	ement: Intro	duction t	o Service Manad	ement and Service Studies			SGSMA	201336	201403	15.0	FFG		
		-								1					
Exchange s	tudies														
Semester	Exchange	e Program	Cr	redits	Country	University		Responsible Depa	rtment		Starting	Week/En	ding Week		
20152	Bilateralt	avtal	30	.0	China	Tsinghua University	1	External relations			-				
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