



## FAQs – Courses in Studium Generale

### How do I sign up for courses

Please register on [LSF](#) for all courses with numbers and “S \_\_\_\_” in which you wish to take part.

1. All courses with the course code S \_\_\_\_ can be found on <https://lsf.hs-karlsruhe.de>
2. On LSF you can select the English language >> „Lectures“ >> „Course Overview“ >> „Zentrale Einrichtungen“ >> „Career Services“ >> „Studium Generale“
3. Choose a course from the list and apply for it with „apply now/cancel application“ button  
(Cancellation is the similar procedure)
4. An email for confirmation or waiting list information will be sent to your university email address

### I have registered for a course on LSF but have not received any email?

The emails for confirmation or waiting list information will be sent to your university email address. Please read your university emails frequently.

### What do I do if I'm waitlisted for a course?

Please note that many courses have limited seats for students. If there is no slot left you will be on the waiting list. If somebody cancels his/her registration you will be forwarded to the list of participants and informed by email.

### How do I cancel courses?

Should you decide not to attend a course you will have to sign off. This can be done in the same way as the registration. Please cancel your registration not later than 7 days before the seminar starts (no matter whether you are admitted or still on the waiting list).

**!!! In case of unexcused absence you may be excluded from further seminars of Studium Generale!!!**

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Mon – Thur 9 am – 12 pm

Mon + Thur 1 pm – 3 pm



### How do I sign up for exams?

You need to register for all the courses you participated in and wish to appear on your transcript of records (for all the weekly lectures, for the intensive/weekend courses, for the foreign language courses...). After having received your course confirmation you need to register for examination

Where: Online Service 2 <https://qis2.hs-karlsruhe.de>

-> „Prüfungsverwaltung“ >> „Prüfungsanmeldung“ >> „Zusatzfächer (PO2)“ >> „Grundstudium“ >> choose course >> „anmelden“

Deadlines for registration: You can find all details on LSF or in your course confirmation email.

### For registration I need a TAN-number. How do I obtain one?

You have to create a TAN list yourself. Please find further information on page 2 and 3 in the [IZ-leaflet](#).

### How do I cancel my exam registration?

If you want to cancel your registration this can be done in the same way as the registration (Please see “How do I sign up for exams”).



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