Online-Registration for Institute of Foreign Languages (IFS) Courses

Only students who are enrolled at the university and have a valid university login can use the LSF Server for course registration. For students without the necessary requirements (latecomers without a student ID/number, visiting guest students), registration will not be possible.

1. **Course Registration and Information on the LSF Server**
   1. [www.hs-karlsruhe.de](http://www.hs-karlsruhe.de) \(\gg\) Online Services \(\gg\) LSF-Server \(\gg\) “hier geht’s zum LSF-Server”
   2. Choose English by clicking on the British flag in the upper right corner \(\gg\) „Lectures“ \(\gg\) „Course Overview“ \(\gg\) „Wissenschaftliche Einrichtungen“ \(\gg\) „Institut für Fremdsprachen (IFS)“

3. Select a course \(\gg\) “apply now/cancel application” \(\gg\)

4. If parallel courses are offered on different days and/or at different times, please choose more than one and **set your priority preference**. This enables the system to offer you a place in a course even if your first choice is fully booked!

2. **Admission to the on Campus Course**

   Once the registration process has ended, you can directly see on LSF if you received a place in the course. In addition, you can find the name of your teacher and the room number where your class will be held.

   The fulfillment of the prerequisites (**placement test or completion of a prerequisite course**) is essential. If the prerequisites have not been fulfilled, a student will be withdrawn from the course.

   **Admission**

   Once the registration process has ended, you can directly see on LSF if you received a place in the course. Furthermore, you will receive an email from the course coordinator informing you who your course teacher is, as well as which ILIAS course to sign-up for and providing you the link to your first online session in Big Blue Button.

3. **Course Withdrawal and Late Registrations**

   Your plans have changed? Please cancel your registration as soon as possible via email to the course coordinator. Here is the contact information: [https://www.hs-karlsruhe.de/ifs/personen](https://www.hs-karlsruhe.de/ifs/personen). It is important that you let us know in the first week of classes, so that any students on a waiting list can be admitted to the course.