

## HOW TO PROCEED

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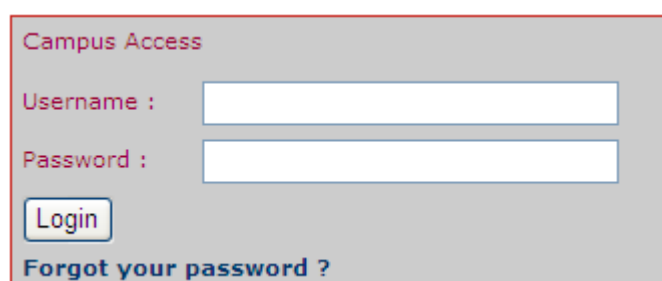
### ONLINE COURSE REGISTRATION

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This document is designed for students who wish to register for classes online for the coming term. It corresponds to the Institute's study plans for the Spring 2012 Semester.

You can access Campus through "ETUNET" located at the bottom of the Institute's home page or directly from <http://graduateinstitute.ch/campus>. (The browsers supported are Internet Explorer, Firefox, Google Chrome)

An identification window will open.



The screenshot shows a login window titled "Campus Access". It contains two input fields: "Username :" and "Password :". Below the password field is a "Login" button and a link that says "Forgot your password ?".

You must login using your "IHEID Campus login" username and password.

The following menu will appear. Click on the link "Registration to Classes" in the box with the red frame.



Depending on the load on the Campus server when you connect, you will either be connected directly to the registration screen or put on a waiting list. For online course registration, **the connection time is limited to 20 minutes.** A screen showing a time countdown will appear. Attempts to connect will be made every 60 seconds.



Do not try to reconnect (F5, refresh the page, multiple connection, ...) as the system will penalise you by placing you last on the waiting list.

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Once connected, you will find the list of semesters to which you have been registered on the left side along with the current term on the last line. When you click on the current term, your study plan will appear. It contains the list of classes available and some additional information.

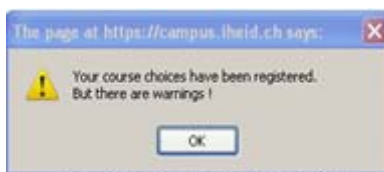
Subject area	2010-2011, S2 Spring	Professor	Credits	Places available	Priority	My position	Remark	Schedule	Validation of registration	Comment
	PLAN_MIS - Plan d'études MEI SP / Curriculum MIS PS CRED - Enseignements / Courses CRED12-24 - 12-24 crédits dans les disciplines complémentaires / 12-24 credits in complementary disciplines									
E750 - Agricultural Policies, Challenges and Constraints	<input type="checkbox"/>	Jaubert Ronald	6	25	0	1	! no priority	Wednesday (10h00 - 12h00)		
E713 - Approches qualitatives du terrain	<input type="checkbox"/>	Grange Omokaro Françoise, Jacob Jean-Pierre	6	15	0	1	! no priority	Thursday (14h15 - 16h00)		
E141 - China and Globalisation	<input type="checkbox"/>	Xiang Lanxin	6	30	0	1	! no priority	Monday (10h15 - 12h00)		
E618 - Climate Change and Trade	<input type="checkbox"/>	Low Patrick	6	25	0	1	! no priority	Monday (12h15 - 14h00)		

- Credits :** Number of credits awarded for the class.
- Places available :** For certain classes, the number of participants is limited.
- Priority:** Number of priority students registered in the class.
- My position :** Your position on the list of registered students. Should you decide to withdraw from the class, you will lose your position on the list.
- Remark :** « !quota exceeded» - there are too many students registered.  
« !no-priority » your position can be altered\*\*.
- Schedule :** The day and time scheduled for the class.

**\*\* To understand the importance of the term « !no-priority » :**


*Example : Places available - 40 places  
35 students are already registered, among them 30 are «priority » students. You are « no priority » student and you are in position 32. If 9 « priority » students register after you, you will be in position 41. This means that you will not be able to take the class !*

If you are registered to several classes with the same schedule, a warning message will appear on the screen.



Click on OK. A warning icon will appear in the column entitled « Validation inscription » next to each class with a schedule clash.



When you have completed your registration, do not forget to click on the button representing a disk  in order to **save the information**. Otherwise, your registration will not be valid.

The button  enables you to create a pdf file summarising the registrations made.

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### Important remarks:

- The opening date for registrations is **Monday 13 February 2012, 9am** (one week before the beginning of classes). You can register or withdraw from courses until **Monday 5 March 2012, midnight** (two weeks after the beginning of classes). Beyond this date, all classes for which you are registered will be considered as taken.
- You can register for a maximum of 7 courses.
- The compulsory courses to which you are automatically registered are deducted from these 7 courses
- Priorities and class sizes must be taken into account. The waiting list is limited to a maximum of 10 persons. If you are on the waiting list but are not a priority student for the course, the registration of a priority student will move your name down the waiting list and may remove you completely from the list.
- You can only register for the classes offered during the current term. If you wish to register to a course outside your study plan, you must present a request explaining your motivations to the programme director.
- It is possible to check your registrations and make modifications, if necessary, up until the end of the registration period.
- Beyond this date, it is no longer possible to make changes. Your access will be limited to a read only mode.

### Connection problems :

If you encounter problems when connecting to Campus, please call 022 908 57 18 or send an email to [supportcampus@graduateinstitute.ch](mailto:supportcampus@graduateinstitute.ch) .