

Welcome Session

Campus Tour

1. [Philologische Bibliothek – The Brain:](#)

- Leave bags in the lockers & lock them using a code or your Campus Card
- Activate the cards at the info-terminal. You can retrieve your locker number there as well at any time in case you forget it.
- The usage of lockers is limited to the daily library hours of operation. Using lockers beyond operating hours is not permitted. All lockers that are still locked at the end of operating hours will open automatically.
- Food and drinks is not permitted in the library. Exception: Water in clear bottles
- **Please note that the library offers help opening the lockers only at certain times**

2. [Zedat](#)

- Offer a range of services and support: Printing (with Campuscard), WLAN (eduroam), mail account, PC-Pools etc.

3. Sprachenzentrum – Language Center

- Room KL 26/225
- The Centre for Independent Language Learning is open to everyone who wants to learn a language independently or in tandem.
- They provide learning materials and resources, tutorials, workshops, language advising service

4. Cafeterias

- Pi-Cafe
- Cafe Kauderwelsch
- Sportler Cafe

5. Campus Bibliothek

- Library for Sciences, Cultural Studies, Education, **Mathematics, Computer Science** and Psychology
- Same library rules apply

6. Mensa

- Pictograms: Vegetarian, vegan, climate-friendly, sustainable meals
- Traffic lights indicate how healthy the food is
- You can only pay using your Campuscard or a MensaCard - no cash!
- MensaCard can be reloaded at the loading machines or by using the direct debit system (“Autoload”)
- Price 1: The lowest price category is for students

7. Asta

- Thielallee 36
- special counselling offered by students for international students
- women's counseling
- Etc....

8. Studierenden Service Center

- Iltisstraße 4
- Central office of organizational matters at the FU
- Central International Office

9. BOB – Bibliothek ohne Bücher

- Inside Physics building
- No food and and drinks, only water! But you can take your backpacks with you inside

10. [Prüfungsbüro](#)

- If you want to cancel or sign up for a course **after the online booking deadline** you need to hand in [this form](#) in the post box of the Prüfungsbüro

11. Informatik Gebäude

- Takustraße 9
- Building closes at 7 pm - you will still get out of the building after 7 pm, but not into the building
- EG: Big Lecture hall and seminar rooms (Lectures usually start at x.15 and end 1,5 h later)
- EG -1: Couch room, FSI, table tennis, cafe
- EG +1: Tutorenfächer, offices of professors including **Prof. Rote's office in room 110 (Erasmus coordinator)**

12. Mathematik Gebäude

- Arnimallee 3 -7 = A3 – A7, there exists no A5
- Tutorenfächer
- Pi-Building and PC-Pools

13. [Beratungszentrum](#)

- Arnimallee 3, room 023
- That's where my office hours take place 😊

Welcome Session

1. Let's go through [Checklist](#) first
2. Register for modules on [Campus Management](#)
 - Go to the tab „An-/Abmelden“
 - Go to „Neues Modul wählen“
 - To see all modules you can book, select „Alle Studiengangsbestandteile“
 - Select the module you want to book
 - Check all boxes for the required units of the module
 - If you need to select a preference it means that the module has only a limited capacity of slots – submit your priorities via the preferences
 - Repeat the steps for all modules that you want to book
 - If you cannot find one of the modules you will need to manually register for the module using [this form](#)

IMPORTANT:

Your modules MUST be registered in CM! Otherwise you will not get a grade/Learning Agreement/certificate at the end of the semester!

3. [Whiteboard](#)

Use this [“Guide to register to a course in Whiteboard”](#)

- Now book the „Übung“ for every course that requires one: on every course click on the button „site-info“, here you can join the Übung
Sometimes you can only join „Übung“ after the first lecture, sometimes it will be unlocked earlier

Advice: you need to be quick to get the best time slots

- OPTIONAL: make sites favorites to navigate faster: click on the button „Sites“ in the right upper corner and press the star for all “important” courses. Then reload the site, all starred sites are now available at the top

4. *Overview of available courses in the [course catalogue](#)*

- Make sure you selected the correct semester (WS 2019/20) and the right department “Mathematics and Computer Science”

- Select “Gesamtes Lehrangebot der Maths/CS/BioInf” to see an overview of all available modules

- Click on a module to see the details including location and course language on the right

5. Interested in taking lectures at HU/TU?

→ How the [“Nebenhörerschaft” at TU](#) works

- a) Fill out the two forms (1) “Antrag auf Nebenhörerschaft” and (2) “Erhebungsbogen für die Nebenhörerschaft” – you can find them [here](#)
 - b) form (1) must be signed by the lecturers of your classes first! Then go to the dean’s office (in German: Dekanat), where the dean (Dekan) will give you the final signature for form (1)
 - c) after you filled out both forms and received all signatures you must hand in the form in person together with the certificate of matriculation at the [Campus Center](#)
 - d) They will give you the Nebenhörerschaft and you will receive grades for the courses. Usually it is not a big deal to get all the signatures so you can probably attend your classes.
- Unfortunately, they do not have any forms in English, so come and meet me during [office hours](#) if you need some help

→ How the [“Nebenhörerschaft” at HU](#) works

- a) Fill out [this form](#) – this should be self explanatory since it is in English and quite straight forward
- b) you will need the signature of the lecturers and submit or send the completed form including the lecturer's signature and the faculty's stamp (and the certificate of matriculation) to „Referat Studierendenservice – Clearingstelle, Unter den Linden 6, 10099 Berlin“

- 6. **Registration for Language Courses** (not German courses)

Note: The course language in beginners courses will be the chosen language and German!
So you'll need German skills to attend these classes

To register for a language course fill out [one of these forms](#) before **07.04.2020 / 12 pm**

- **How to find books in library/find literature to download**

a) On the platform [Primo](#) you'll find a range of books/magazines etc. that you can borrow from the library or even download them

b) In case the material is available to download, you'll need to be connected to eduroam or use a VPN connection

- **Who are the programme officers?**

- Mathematics - Prof. Altmann
- Computer Science - Prof. Müller-Birn

Contact

- international@mi.fu-berlin.de

[Prof. Rote](#) (International Exchange Program Officer), office hours with Prof. Rote: Wednesdays from 11-11.55 in his office

- incoming@fu-berlin.de

Central International Office for Incoming International Students (Erasmus+ & Direktaustausch)

- studienberatung@mi.fu-berlin.de

Student Advisory Service Mathematics and Computer Science

Questions?