Instructions for online practical course and seminar application

Please select LSF system: www.lsf.lmu.de
Login with your personal data.
Select **English version** (on the top right of the page).
Select **Register for courses** (**Lehrveranstaltungen belegen/abmelden**) (Fig. 1).

On the next page **accept** the conditions and press the button **next**.
Select **your master program**.
Choose the first term: **Course Application** and press **belegen** (Fig. 2).
The next window (Fig. 3) shows the practical courses or seminars in the current semester that can be applied for via LSF.

If you want to apply for a course, select the field **apply** and choose your priority (**Priorität**). You are permitted to assign priorities only once: first priority one times, second priority one times, etc.

!!! After your selections, you must press the button **apply** at the end of the page!!!!

To check the successful selection or to change your selection after this, follow instructions again to Course Application page (Fig. 3), select **cancel application** where appropriate, then **apply** at the end of the page.

You can change your selection any time during the online registration period. The registration period varies for each semester. The dates are mentioned in the short comments. **Online registration cannot be performed prior to or after this period.**

Please avoid scheduling conflicts between your applied courses. If dates are given for the courses, they will not be changed for you. Sometimes the information "by arrangement" is given. In this case unforeseeable scheduling conflicts may occur (see information below).

Final course assignment: How do you know if you have a confirmed spot in a course?
Our goal is that all course assignments be completed **by two weeks after start of semester**.

Within the first week of the semester the following cases are possible:

- The instructor makes assignments directly in the LSF system, in which case the course should appear in your online personal schedule in LSF with the information “accepted”.
- The instructor notifies you by email.
- The instructor assigns courses during the **preliminary talk** (German: Vorbesprechung) based on the online registration lists. Dates for preliminary talks are stated in the course description either under *Dates/Times/Location* or under *Commentary*.

If a preliminary talk is scheduled, you must attend to confirm your participation!
If you are not present, you forfeit your spot!

**During the first two weeks of the semester**, you should find out if there are any scheduling conflicts between your confirmed courses. Please un-register (by sending an email to the instructor) from any courses that you cannot attend. You can do this at any time within the first two weeks of the semester.

**IMPORTANT!** Due to the frequency of last-minute student cancellations in the past we are now enforcing an attendance clause from the studies regulations: **You are obliged to attend all seminars and practical courses for which you have a confirmed spot.** If you do not attend confirmed courses, they appear on your transcript as **failed**. You must pass these courses to complete your studies, even if this means extending your study time.