

# Autumn 2024 Online course registration

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## 1. Introduction

The Geneva Graduate Institute course registration consists of **two online sessions** (a series of registration rounds and an add-drop period).

The course registration process aims to offer fair access to courses through a first-registered first-served principle in a series of rounds during which students can choose one course per round.

Students must log into the registration system during the rounds, the schedule of which can be found in section 2.1. below.

Please note all times are in the CET (Geneva) time zone.

### Online registration calendar

First Session (*before the start of the semester*)

**Wednesday, 28 August, 3pm:** Start of the first registration session

**Thursday, 5 September, 12pm (noon):** End of the first registration session

*Daily rounds open at 3pm and close at 12pm (noon) the next day. See more on these rounds below.*

Second Session (*during the first week of classes*)

**Monday, 16 September, 3pm:** Start of the second registration session

**Tuesday, 24 September, 12pm (noon):** End of the second registration session

## 2. Course Registration Sessions

### 2.1. First Registration Session

The first registration session consists of six rounds. Students will be able to register to one new course per round, for a maximum of six courses in total by the end of the first session. All students must register during these rounds to be able to secure seats in courses, with the exception of compulsory courses (highlighted below) which are automatically allocated by the programme managers.

#### For 1st year students (1st semester):

Round	Opens	Closes	ANSO	IL	IE	IHP	IR/PS	Total courses
1	28 Aug. 3pm	29 Aug. 12pm (noon)	1	1	1	1	1	1
2	29 Aug. 3pm	30 Aug. 12pm (noon)	2	2	2	2	2	2
3	30 Aug. 3pm	31 Aug. 12pm (noon)	3	DI490	EI035	HPI165	3	3
4	2 Sept. 3pm	3 Sept. 12pm (noon)	ANSO081	DI166	EI056	HPI142	RI-SP129	4
5	3 Sept. 3pm	4 Sept. 12pm (noon)	ANSO104	DI133	EI037	HPI167	RI-SP131	5
6	4 Sept. 3pm	5 Sept. 12pm (noon)	6	6	EI071*	6	6	6

ANSO: Master in Anthropology and Sociology

IL: Master in International Law

IE: Master in International Economics

IHP: Master in International History and Politics

IR/PS: Master in International Relations/Political Science

(\*) "EI071- Mathematics and Statistics for Economists": only for students who have decided to take this recommended elective course

#### For 2nd year students (3rd semester):

Round	Opens	Closes	IR/PS	Total courses
1	28 Aug. 3pm	29 Aug. 12pm (noon)	1	1
2	29 Aug. 3pm	30 Aug. 12pm (noon)	2	2
3	30 Aug. 3pm	31 Aug. 12pm (noon)	3	3
4	2 Sept. 3pm	3 Sept. 12pm (noon)	4	4
5	3 Sept. 3pm	4 Sept. 12pm (noon)	RI-SP130	5
6	4 Sept. 3pm	5 Sept. 12pm (noon)	6	6

IR/PS: Master in International Relations/Political Science

During the 21 hours of each round, students will be able to add a new course and/or make changes to the courses they have registered for in previous rounds, within the limits specified in the “total courses” column. Please note that it is not possible to make changes to compulsory courses registrations.

During each round, students can connect to the system as many times as they want and make as many changes as they wish to their course selection. For example, during Round 3, students can add a third course but they can also make changes to the two courses previously registered for during Rounds 1 and 2.

## 2.2. Second Registration Session

The second registration session consists of an add/drop week once classes start, during which students have the opportunity to attend the first lecture of their registered courses. The video recording of the first lecture of each course will be available on Moodle for all students a few hours after the lecture is over.

During this session, students can;

- Drop courses they had registered to
- Register for courses where there are still places available, or join a waiting list

Upon registration, students registered for a course (including waitlisted students) will be automatically registered to the course’s [Moodle](#). However, only registered students (those not on the waiting list) will be allowed to attend during the first week of classes.

**The close of the second session will mark the end of the registration process. It is therefore important that by this point, students deregister from any courses they do not wish to attend.** Access to the online registration system will be limited to a read-only mode after that date.

All courses to which a student is registered will show on the transcript.

## 3. Course Registration Regulations

### 3.1. Number of Courses and Credits

Please note that students may register for a maximum of six courses, regardless how many credits they are worth (3 ECTS, 6 ECTS, 9 ECTS, or 12 ECTS).

Any student requiring an additional course may request so by email to their programme manager (if accepted, the additional course is registered after the conclusion of the second session).

To maintain enrollment, students must acquire a minimum of 18 ECTS credits each semester in their first three semesters, as per art. 6 of the [academic regulations](#).

### 3.2. Courses Eligible for Registration

During the online registration process, students can only register for courses offered in their 2024 Autumn semester study plan. If students wish to register for a course outside of their study plan or outside of the Institute, they must submit a request to their programme managers (see here the [required forms<sup>1</sup>](#)). Requests approved by the Direction of Studies will be registered on a first-come first-served basis.

**The Institute reserves the right to cancel courses with insufficient participants** (less than five students).

### 3.3. Priority System, Class Size and Waiting Lists

Students have priority when registering for courses within their programme compared to those from other programmes. This can also apply to courses within the MINT specialisations.

For example, an International History and Politics student will be a priority student for courses offered by the International History and Politics programme. Students from the MINT programme may be allowed to register for this course but will be considered as “no-priority” students. As a result, they may see their position in the course change if additional International History and Politics students later register to their own department’s course. It is therefore important to consider priority and class size when selecting courses.

The system allows waiting lists for courses. However, a waiting list will be blocked for no-priority students once there are 10 students on the waiting list. **Students should regularly check if their position in a course has changed until the registration process concludes.** In each round, students will be able to drop/add courses within the limit of the total amount of courses allowed in that particular round.

The term “!no-priority” will appear in Campus to indicate that a student does not have priority status for a given course.

For example: there are 25 seats available for a course. 21 students are already registered; among them, 15 are “priority” students. You are a “no-priority” student for that course and you are in position 22. If 4 “priority” students register after you, you will be in position 26, and you will be, therefore, out of the class for the moment, and the first student on the waiting list.

### 3.4. Auditing Courses

Students may audit a course subject to space available and authorisation from the relevant professor. Please contact the professor directly with your request. Audited courses will not be registered in Campus and will not appear on your transcript. Auditing students need to ask professors and TAs to manually give them access to the course Moodle.

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<sup>1</sup> <https://intranet.graduateinstitute.ch/node/486>

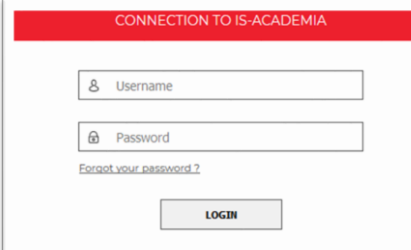
## 4. Accessing the Registration Portal

As the registration system follows a first-registered first-served principle, students should be logged into the system before each registration round starts so that they can access the system as soon as possible.

Once the round opens, the system will randomly create a queue out of all students already logged in. The timing of when students log into the system before it starts won't impact their position in the queue once the registration round starts. As long as they are logged in before the round starts, the system will randomly assign students in a queue. **Anyone logging in after a round opens will be placed directly at the end of the queue.**

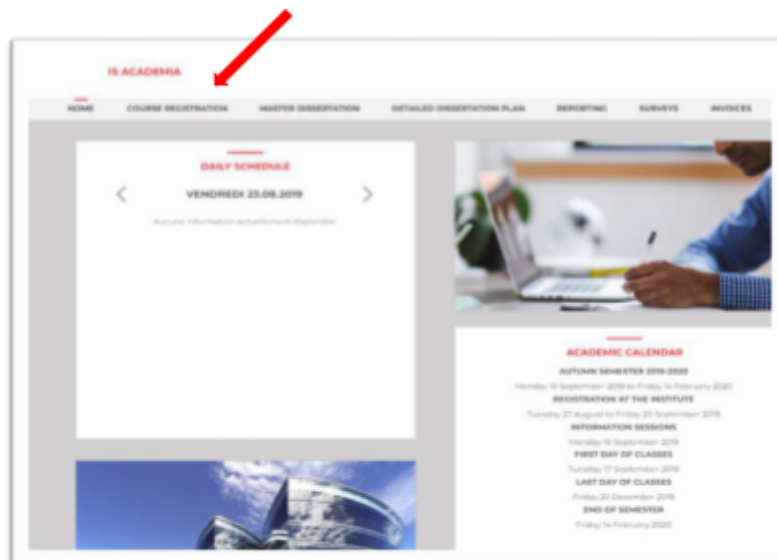
To register, log onto your Student Campus Portal: <https://campus.iheid.ch/students>

A login window will open:

A login window titled "CONNECTION TO IS-ACADEMIA". It contains two input fields: "Username" with a person icon and "Password" with a lock icon. Below the password field is a link "Forgot your password?". At the bottom is a "LOGIN" button.

You must log in using your “**IHEID IT OneLogin**” username and password (not the login you used when you applied to the Geneva Graduate Institute for admission).

The following menu will appear. Click on the “**Course registration**” tab.



You will either directly access the registration form, or be placed on a waiting list, depending on the load of the Campus server.

Once connected, the connection time for registering to courses is limited to **10 minutes**. A “**logout**” timer is located in the header and it will indicate the time you have remaining.

If you are logged out, you will be presented with an expired connection session. At this point, you have the ability to click on “Wait for a new connection” to reconnect. You will then be placed at the end of the queue.

Once connected you will see your study plan for the semester:

Ann d'études HANM / Curriculum HANM		available	position	registration
Tests de langue / Language tests				
Enseignements / Courses				
60-75 crédits dans la discipline principale / 60-75 credits in main discipline				
Complementary courses				
AN5008 - Research Methods in Anthropology and Sociology	<input type="checkbox"/>	Orange Christiane François, Monique Desjardins	6 25 Required 21	Thursday (14H15 - 16H00)
AN5004 - Social Theory: Classical and Contemporary Debates	<input type="checkbox"/>	Boudjari Dennis	6 25 Required 21	Tuesday (14H15 - 16H00)
Elective courses in the discipline of specialization				
AN5003 - Anthropological Approaches to Disease and Disability	<input checked="" type="checkbox"/>	Morand Ruth	3 15 8/14	Friday (14H15 - 16H00)
AN5009 - Anthropological Perspectives on Reproductive Politics in the 21st Century	<input type="checkbox"/>	Bhandari Aditya	6 999 14	Monday (16H15 - 18H00)
AN5005 - Anthropology of Populism	<input type="checkbox"/>	Sanchez Rafael	6 30 14	Wednesday (16H15 - 18H00)
AN5006 - Anthropology of Tourism	<input type="checkbox"/>	Conner Victoria	6 30 8	Monday (18H15 - 20H00)

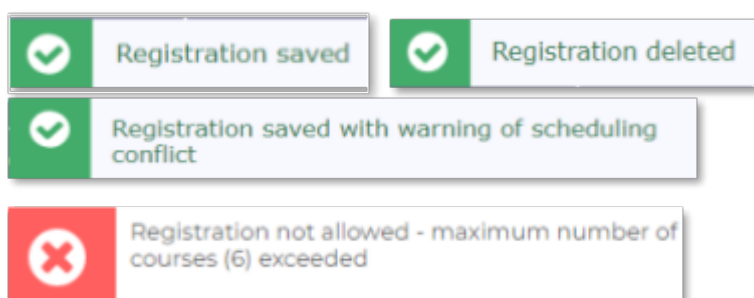
The following information will help you understand all the different elements on the screen:

<b>Inscription:</b>	Indicates whether the course has been selected
<b>Professor:</b>	Shows the name of the professor(s) who will be delivering the course
<b>Credits:</b>	States the number of credits awarded for the course
<b>Places available:</b>	Provides the number of students each course accepts
<b>Priority:</b>	Provides the number of priority students already registered in the course
<b>My position:</b>	Shows what your position will be on the list of registered students. Should you decide to withdraw from the course, you will lose your position on the list
<b>Remark:</b>	<p><b>“!quota exceeded”</b> indicates there are already more students registered than seats offered in the course. You can still register but you will be on the waiting list</p> <p><b>“!no priority”</b> indicates that you are not a priority student for this course and your position in the registration may be altered by other priority students registering afterwards</p>
<b>Schedule:</b>	Shows the day and time schedule for the course
<b>Validation of registration:</b>	<b>“Time conflict”</b> indicates that you have registered for more than one course taking place at the same time <sup>2</sup>

When you select a course, it is directly saved.

<sup>2</sup> It may well be that a time conflict warning appears for two courses that do not conflict on the schedule as shown on the registration page. This may be because, during the semester, on one or more occasions, one of the two courses overlaps, even if for a few minutes, with the other course (a particular session might have been scheduled to take a bit longer than usual or on a different day and time of the week). You will know about this conflict by checking the syllabi for the courses concerned.

Upon selecting/removing courses, the following messages may appear:



If you would like a copy of the courses you have registered for, click on the PDF icon at the top of the page, above the semester name. A pop up will appear with the PDF which you can then save.

To exit your session, just click on the grey exit button in the top right hand side of the page.



## 5. Connection Problems

If you encounter problems when connecting to Campus for course registration, log a case through the dedicated online **Technical Help Desk Chat Group** for course registration during the service hours (see procedure and details below).

Outside the online chat system hours, please send an email to: [servicedesk@graduateinstitute.ch](mailto:servicedesk@graduateinstitute.ch)

### Technical Help Desk chat group

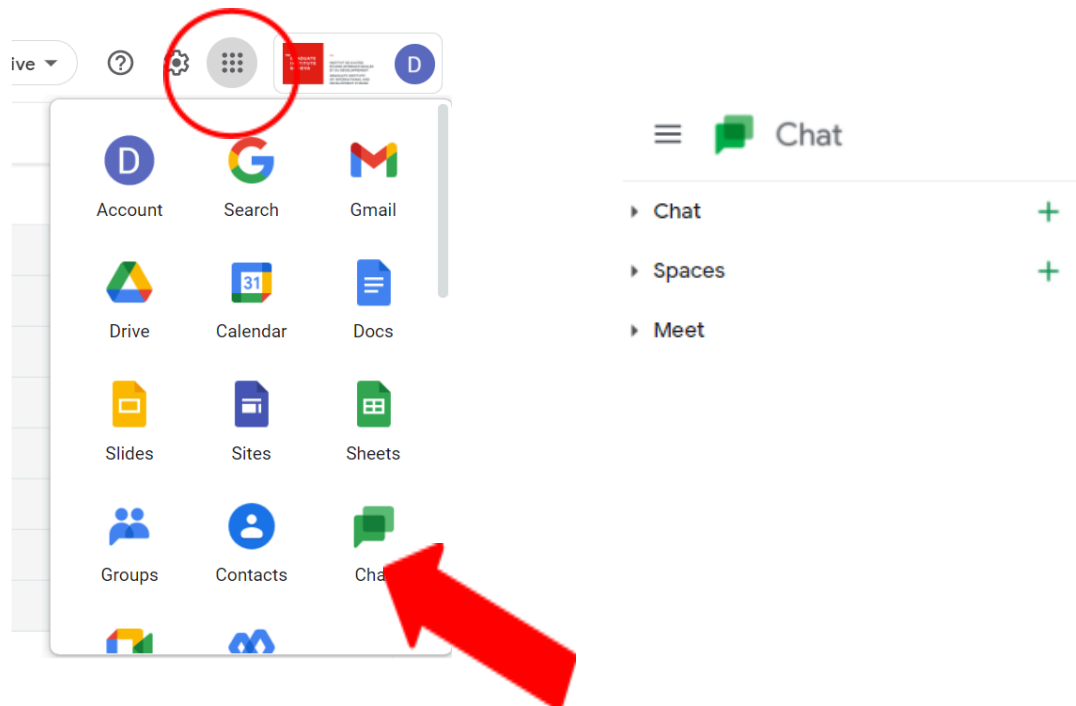
This chat group is only for technical issues related to the upcoming semester course registration.

The “**2024 Autumn Semester Course Registration**” chat group will be available for support (all times are in the CET (Geneva) time zone):

Round	Date	Time
Round 1	28 August	3pm to 5pm
Round 2	29 August	3pm to 4pm
Round 3	30 August	3pm to 4pm
Round 4	2 September	3pm to 4pm
Round 5	3 September	3pm to 4pm
Round 6	4 September	3pm to 4pm

The chat group is hosted in **Google Chat** available through the **Geneva Graduate Institute Gmail account**: click on the “Google apps” icon that is in the top right hand

corner and then select “**Chat**”. You may be prompted with welcome messages which you will need to accept.



On the left hand side menu you will see “**Chat**”, “**Spaces**” and “**Meet**”. The “**2024 Autumn Semester Course Registration**” will be listed under “**Spaces**”.

Each student needs to create a new thread/case. To do this, select the correct space, scroll to the bottom of the screen and select “**New thread in 2024 Autumn Semester Course Registration**”.

Type your message and add any relevant **screenshots**. We will then reply to your message with the outcome.

Just a reminder: this chat group is only for technical issues related to the 2024 Autumn semester course registration.

In the event you want to share a screenshot in the chat with your query, please note that screenshots are produced:

- For **Windows** users: Go to the window that you want to copy, press ALT+PrintScreen and then go back to the chat group and CTRL+V the image in the thread.
- For **Mac** users: Go to the window that you want to copy, press SHIFT+Command+3. The screenshot will save as a file on your desktop. Go back to the chat group and click “upload file”. Find the screenshot file name and click “open”. For more info: <https://support.apple.com/en-ca/HT201361>