PAUL Quick start guide for registration

Dear Foreign Exchange Students,

You are now able to enroll online at the University of Paderborn! There is a system of online-enrollment called PAUL, which also includes foreign exchange students, so we at the International Office are sending out an email explaining how you can use the PAUL system to enroll in all of your classes this semester.

First, the links to PAUL are either: http://paul.uni-paderborn.de or http://paul.upb.de

Either of these links will work exactly the same. Once you have clicked on the link, you should see a page that includes a blue square with PAUL and a little orange figure in the upper right corner, and "Vorlesungsverzeichnis" as the header.

You sign in using your IMT account login ID (if you do not have one, you will get one at the Notebook-Café) in the boxes labeled "Benutzername" and "Passwort" right above the PAUL logo.

After you have done this, you need to click on the "Studium" icon at the top of the page, under the Universität Paderborn logo.

Once you’re on that page, click on the link "Anmeldung zu Veranstaltungen" on the far left-hand side of the page.

Then you should have a list of the different faculties. Just choose your faculty (i.e. Wirtschaftswissenschaften), then your area of study (i.e. Assessmenphase), then what subject within your area you are interested in (i.e. Grundzüge der Betriebswirtschaftslehre A). Not every area of study will have this last part. Some go straight to the course list.
After you have gotten to the course list, you will notice that you can click on the name of the course. This is only so that you can see more detailed information about the course. If you already know you want to enroll, just go the far right, to the link with the arrow called "Anmelden" and click on it.

After you've clicked on that link, you will be taken to a new page. On this page are two links with arrows: "Weiter" and "Wechseln zur Höreranmeldung". If you are not taking the class for credits and just want to sit in and listen, then you can click on the second link, but if you need credits for the class, make sure you click on "Weiter"!

After clicking "Weiter", you will be taken to a new page, with a link near the bottom called "Abschicken". After you click this link, you are officially enrolled!

The next page should include a message that reads: "Hinweis: Ihre Anmeldung war erfolgreich". This means that your enrollment was successful.

If you do not receive this message, that means that something went wrong and you will have to try again. Click "Zurück zur Anmeldung" on the right side of the page to go back to the course list to do another registration. Don't forget to logout with the button that says “Abmelden” after you are done with all your registrations.

If you have any questions please ask in the Notebook-Cafe (first room right hand in the library or by email (paul@uni-paderborn.de) or by phone (05251-60-2044).

Good luck with your enrollment and with your semester here at the University of Paderborn!