

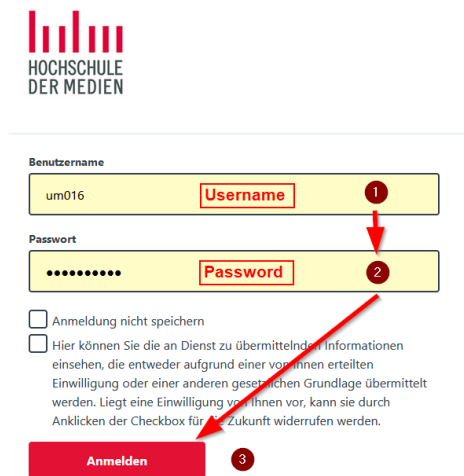
Dear students,

This is just an example of the new exam registration process via the HdM IT system SAP Selma. This manual refers to the “Print Media & Packing Technologies” course (PMT), but it’s a good example of how to register exams in general in the new system.

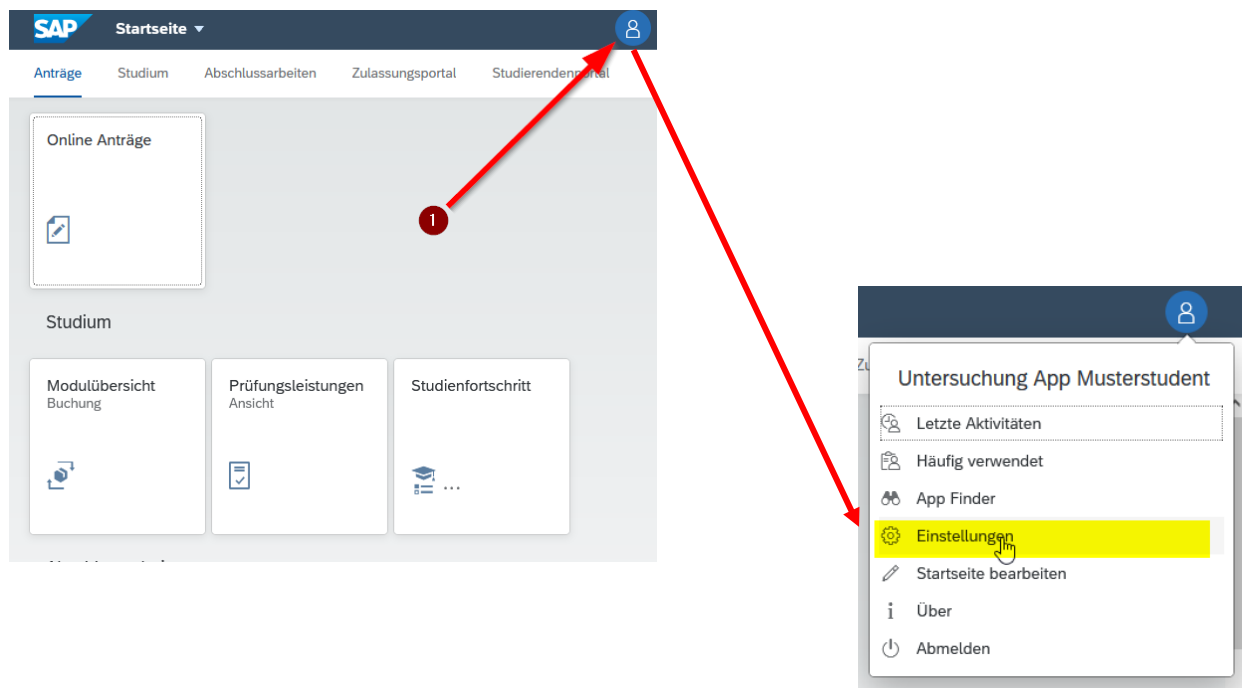
1. HdM-Selma-Portal:

<https://selma.hdm-stuttgart.de>

2. Log in with your personal HdM user name & password

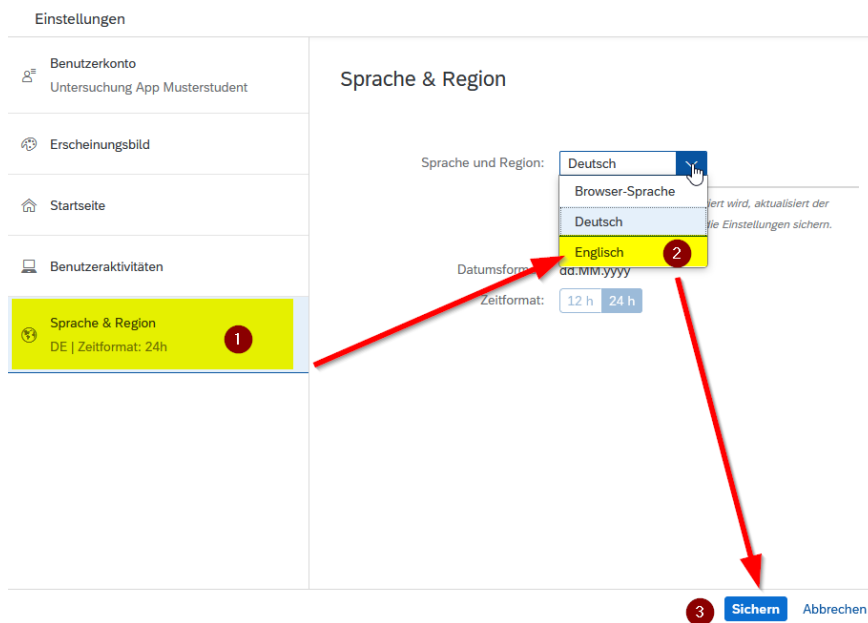


3. Change your profile language setting from German (Deutsch) to English:



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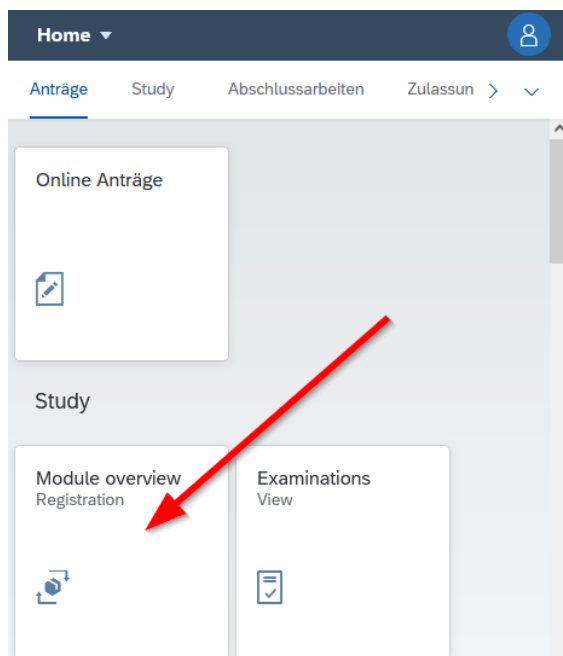
<https://www.hdm-stuttgart.de/studierende/studium/spo>



The language setting should now have changed – if not, please try using the web browser refresh button. If this does not work correctly – please log out and log in again.

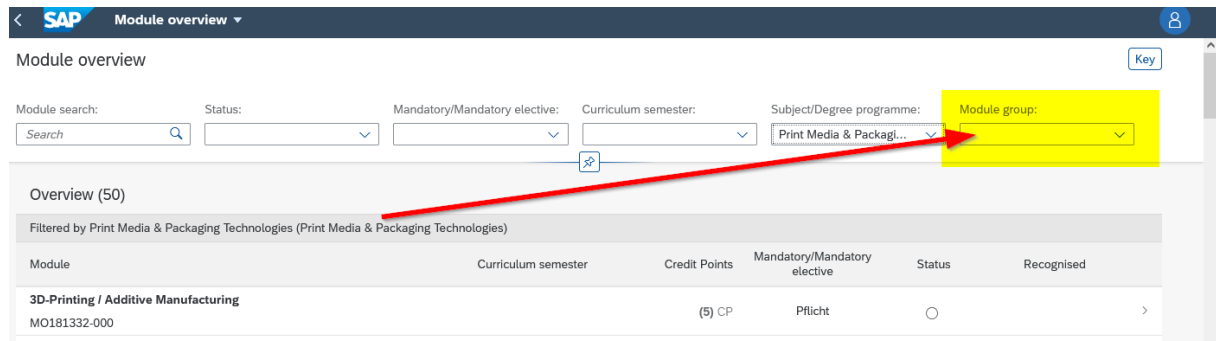
4. Start the exam registration process:

Click on the large square “Module overview” button

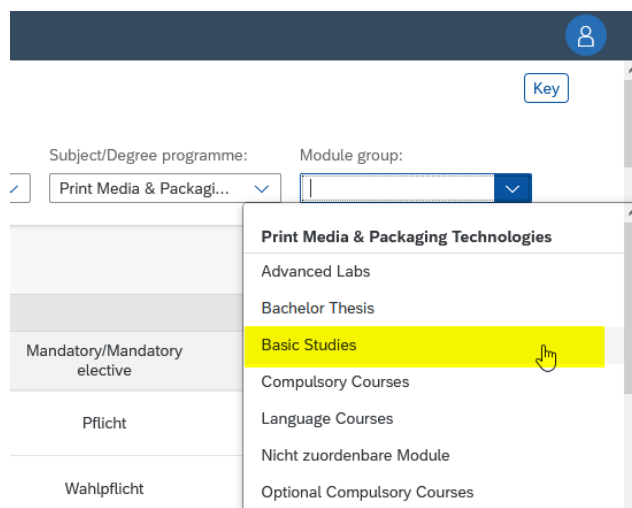


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Overview of all 58 existing PMT courses from terms 1 to 7:



Please select “Basic Studies” (drop down menu “Module group”):



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You will see an overview of all your basic study courses (semester 1+2) in the next step:

Module overview

Module search: Status: Mandatory/Mandatory elective: Curriculum semester: Subject/Degree programme: Module group: 1

Overview (10)

Filtered by Print Media & Packaging Technologies (Print Media & Packaging Technologies), Basic Studies

Module	Curriculum semester	Credit Points	Mandatory/Mandatory elective	Status	Recognised
Information Technology MO181110-000		(6) CP	Pflicht	<input type="radio"/>	>
Introduction into Media Technology MO181120-000		(5) CP	Pflicht	<input type="radio"/>	>
Language Course 1 MLST MO181153-000		(4) CP	Pflicht	<input type="radio"/>	>
Language Course 2 MLST MO181251-000		(4) CP	Pflicht	<input type="radio"/>	>
Material Sciences MLST MO181143-000		(8) CP	Pflicht	<input type="radio"/>	>
Mathematics for Engineers MLST MO181102-000		(7) CP	Pflicht	<input type="radio"/>	>
OOPT English Placement Test MO181152-000		(0) CP	Pflicht	<input type="radio"/>	>
Physics for Engineers MLST MO181204-000		(7) CP	Pflicht	<input type="radio"/>	>
Pre-Media Technology and Colour MO181222-000		(8) CP	Pflicht	<input type="radio"/>	>
Traineeship in Printing MO181230-000		(6) CP	Pflicht	<input type="radio"/>	>

Hint:

Unfortunately, the course list is sorted alphabetically and **not** separated into 1st and 2nd semester courses. But it's easy to figure out the 1st/2nd semester by looking at the 4th digit from the left.

Example:

1st semester course: Mathematics for Engineers MLST (module MO181**1**02-000)

2nd semester course: Language Course 2 MLST (module MO181**2**51-000)

Recommendation: Only register for 1st semester courses.

But not Material Science (semester 1+2) → Registration for 2nd semester: summer term 2025!

6. Example: Registering for the maths exam:

Study and examination regulations:

<p>1</p> <p>PL: 181102</p> <p>PV: 181103</p>	<p>Mathematics for Engineers</p>	<p>6</p>	<p>7</p>	<p>PL: KL, 90 Min.</p> <p>PV: T</p>
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Please note that 3 types exist in SAP Selma:

SAP Selma Website:

Module **MO181102-000** (MLST)

Final Exam: **PL181102** (PLST) → Curriculum PL: 181102

Midterm Exam: **SL181103** (SLST) → Curriculum PV: 181103

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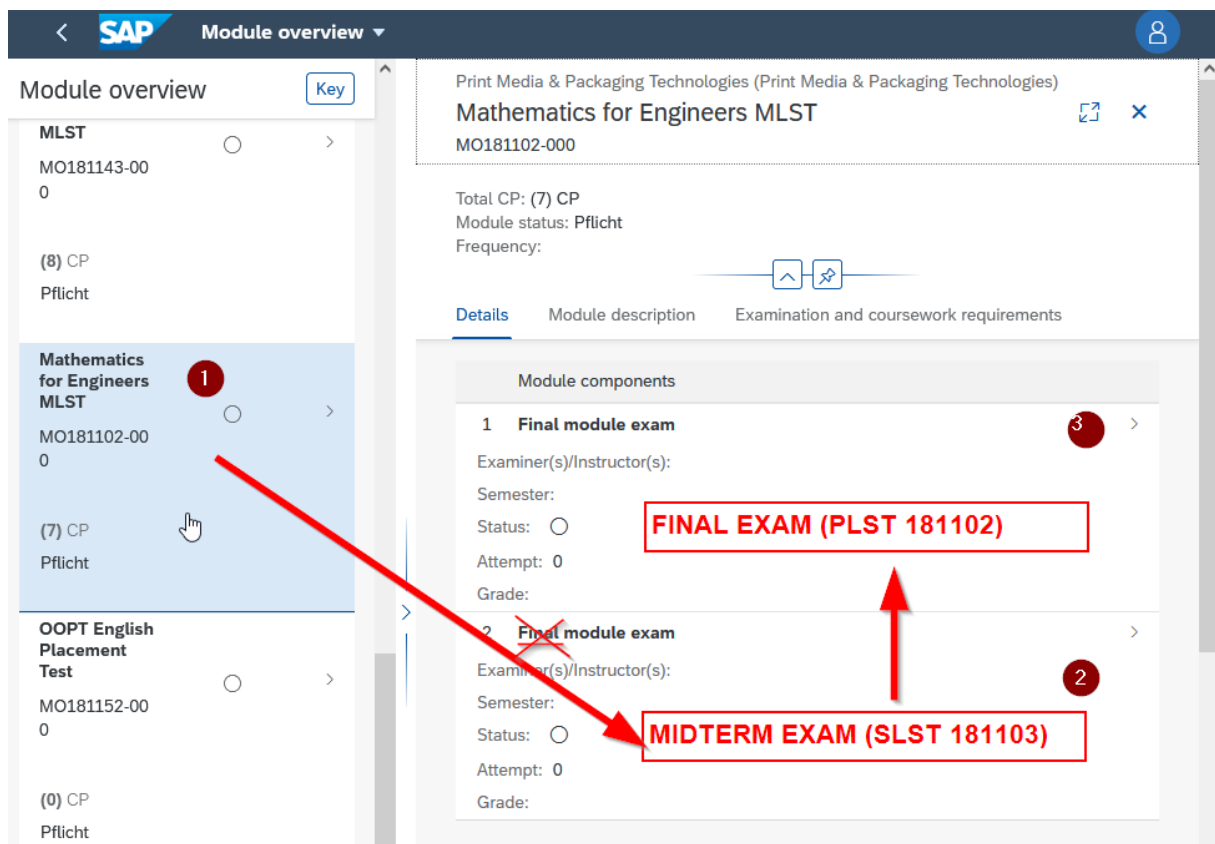
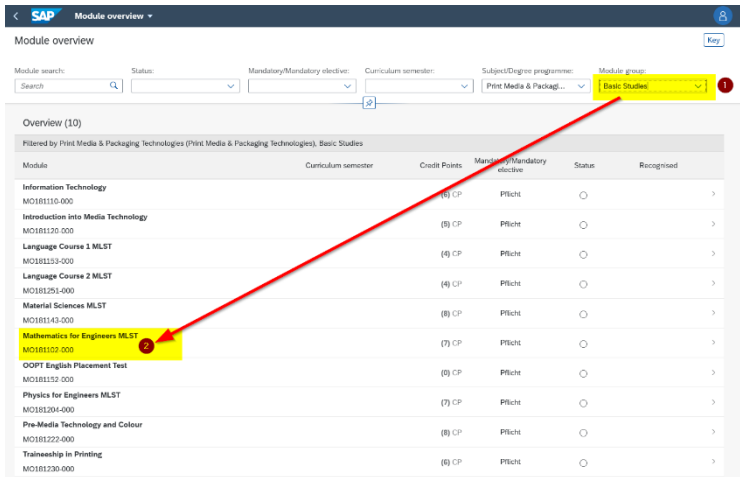
Please consider:

- Later Registration for the FINAL EXAM after the online registration week is NOT POSSIBLE!
- MIDTERM EXAM (PV/SLST) must be passed BEFORE taking the FINAL EXAM (PL/PLST)!
- BUT you must register BOTH during the online registration process!

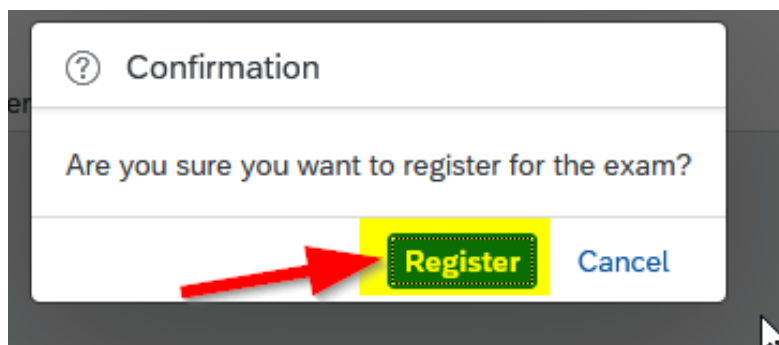
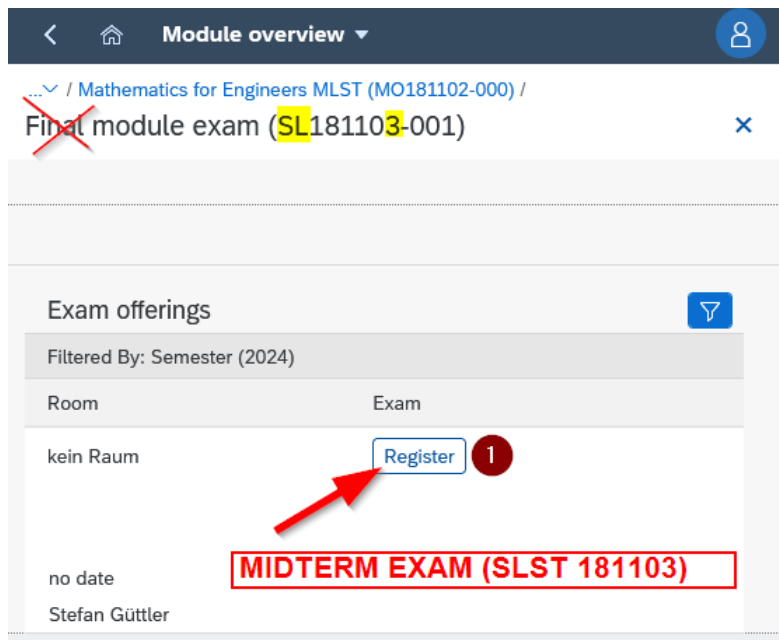
- Not every SUBJECT MODULE consists of a MIDTERM (SLST) & FINAL EXAM (PLST)!

There are some courses that only offer a FINAL EXAM (PLST).

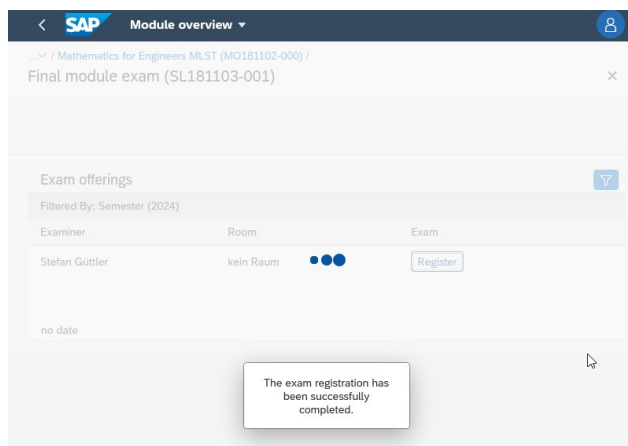
Let's return to registration:



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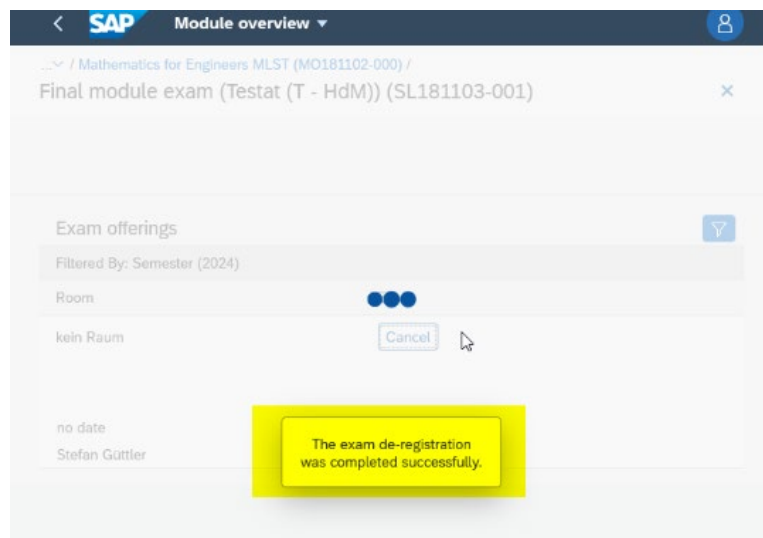
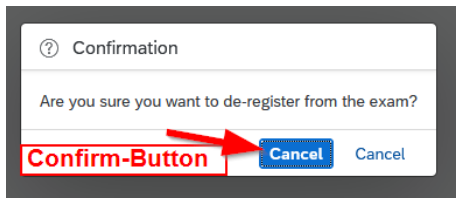
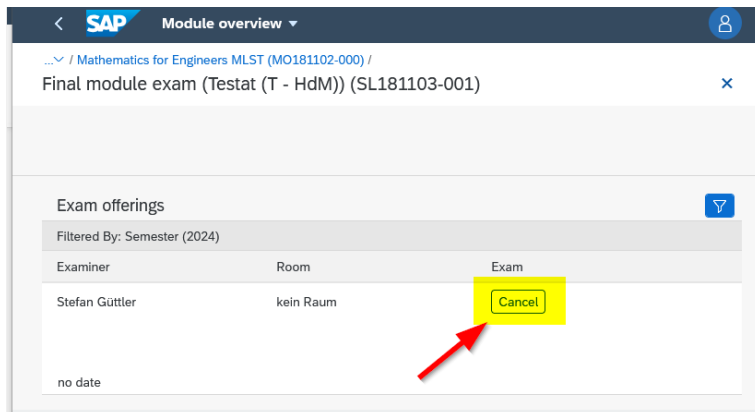


You will receive a very short confirmation message that the exam registration of the MIDTERM EXAM (SLST 181103) has been successfully completed.



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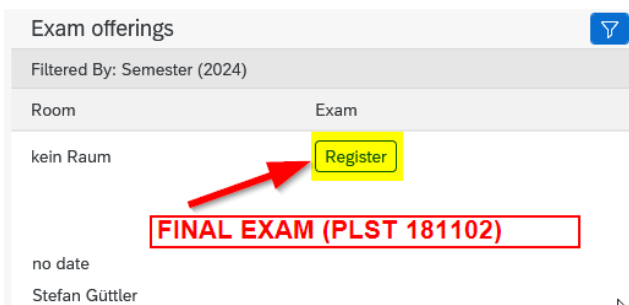
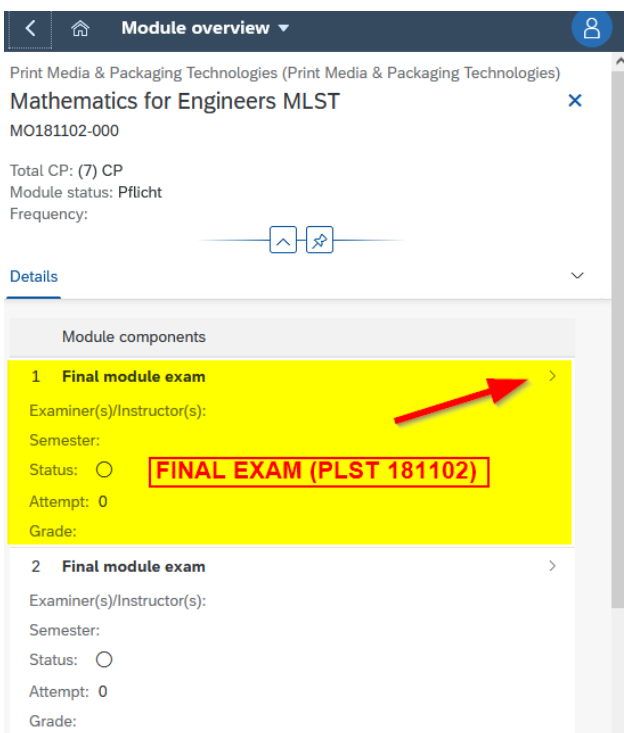
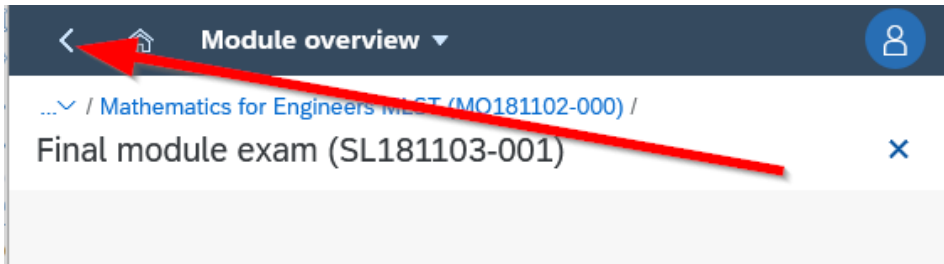
Of course it's also possible to DE-REGISTER:



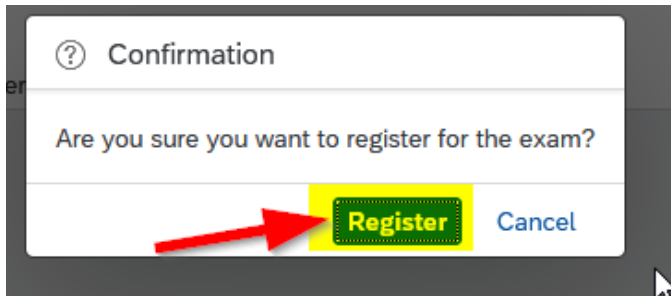
Last but not least:

Do not forget to register for the FINAL EXAM (PL181102)!

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You will receive a very short confirmation message that the exam registration of the FINAL EXAM (PLST181102) has been completed.

Please proceed with all your basic study courses step by step.

Always remember to register for the final exam as well as the midterm exam, if one exists.

Good luck!

Extract from the Study and examination regulations of winter term 2024/25:


**Print Media & Packaging Technologies
Basic Studies – Semester 1****Table 2: Module und Prüfungsleistungen des Grundstudiums (Pflichtveranstaltungen)**

Sem.	EDV-Nr.	Modul (Kursbezeichnung)	Umfang		Prüfung
			SWS	ECTS	
1	VS: 181152	OOPT English Placement Test	0	0	VS: T
1	PL: 181153	Language Course 1	4	4	PL: KMP
1	PL: 181102 PV: 181103	Mathematics for Engineers	6	7	PL: KL, 90 Min. PV: T
	181102a	Mathematics for Engineers	4	5	
	181102b	Exercises in Mathematics	3 2	3 2	PV
1	PL: 181110 PV: 181111	Information Technology	6	6	PL: KL, 90 Min. PV: LÜ
	181110a	Information Technology	2 3	3	
	181110b	Exercises in Programming	4 3	3	PV
1	PL: 181120 PV: 181121	Introduction into Media Technology	5	5	PL: KL, 90 Min. PV: T
1	PL: 181131 PV: 181132	<u>Fundamentals of Engineering I</u>	5	5	PL: KL, 90 Min. PV: LÜ
	181131a	Mechanical Engineering	2	2	
	181131b	Technical Design	3	3	PV
Registration NOT in the 1st semester					
1/2	PL: 181143 PV: 181144	Material Sciences	7	8	PL: KL, 90 Min. PV: T
1	181143a	Material Sciences I	2	3	PV
2	181143b	Material Sciences II	5	5	PV

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Extract from the Study and examination regulations of winter term 2024/25:
Social Media Marketing & Management
Basic Studies – Semester 1

 **Tabelle 2: Module und Prüfungsleistungen des Grundstudiums (Pflichtveranstaltungen, Sem. 1&2)**

Sem.	EDV-Nr.	Modul (Kursbezeichnung) ggf. Lehrveranstaltung	Umfang		Prüfung
			SWS	ECTS	
1	PL: 339000	Language Module 1	5	5	PL: KMP
	339000a	Study Plan	0	0	
	339000b	German for Beginners I*	4	4	
	339000c	German Intermediate I*	4	4	
	339000d	English Presentation Skills*	4	4	
	339000e	Intercultural Communication	1	1	
1	PL: 339001	Social Media Marketing & Management Orientation	4	5	PL: MP
	339001a	Introduction to Prompt Engineering	2	3	
	339001b	Introduction to Course and Studying at university	2	2	
1	PL: 337074	Multimedia Storytelling	4	5	PL: KMP
1	PL: 339002	Business Management	4	5	PL: KL, 90 Min.
1	PL: 339003	Media Design & Impact	4	5	PL: KL, 90 Min.
1	PL: 339004	Marketing in the Digital Era	4	5	PL: KL, 90 Min.
	339004a	Introduction to Marketing	2	3	
	339004b	Management of Social Media Companies	2	2	