

Information Sheet viaCampus

viaCampus is the platform for all administrative matters at Viadrina, where you can carry out important tasks and retrieve documents and information. These include:

[Retrieving certificates \(BAföG, enrollment, course of study, etc.\)](#)

[The semester fee](#)

[The course catalog](#)

[Registering and deregistering for exams](#)

[Viewing grades](#)

[Current events](#)

[Your personal schedule](#)

[Registering for selected courses](#)

Retrieving Certificates:

My Studies -> Student Service -> Requested Reports/Reports

To retrieve and print certificates, first select the “**My Studies**” tab in the navigation bar, then “**Student Service.**” By clicking on “**Requested Reports/Reports,**” you will be taken to your certificates. On the right, you will find various certificates related to your academic achievements or language skills, and by clicking on “**Common Reports,**” you can access your enrollment, BAföG, and course-of-study certificates. You can download and then print them out.

Die Semester Fee:

My Studies -> Student Service -> Payments

To access the payment details of the semester fee—such as the amount, the recipient’s bank account, the payment reference, or whether payment has already been completed—navigate as follows: Select the “**My Studies**” tab in the navigation bar, then “**Student Service.**” By clicking on “Payments,” you will be directed to the semester contribution overview. Here you can see any outstanding payments and the account to which you must transfer the fee. You can also view details of past semester contributions.

Course Catalog:

Studies Offered -> Show University Course Catalog

Use the course catalog to find out about the courses offered during the semester. All courses are clearly listed and organized there. First select the “**Studies Offered**” tab in the navigation bar, then “**Show University Course Catalog.**” If needed, you can change the semester at the top. After that, select your department and study program to view the courses offered. By clicking on the respective course, you can see details such as dates, venue, and the instructor.

Registering/Deregistering of Exams:

My Studies -> Register for Exams

To register or deregister for exams, first select the “**My Studies**” tab in the navigation bar, then “**Register for Exams.**” After entering the module name in the “**Examinationtitle**” field, you can find the exam by clicking “**Search.**” You can then register or deregister for the exam. After a successful registration or deregistration, you will receive a confirmation email.

Viewing Grades:

My Studies -> My Achievements

To view your grades, select the “**My Studies**” tab in the navigation bar, then “**My Achievements.**” Here, your grades are listed in an easy-to-read format. In the lower section labeled “**Certificates,**” you can download your grade report or proof of language qualifications.

Current Events:

Homepage -> Right Side

On the right side of the homepage, you will find current announcements and news, as well as public events.

Timetable:

My Studies -> Schedule

To view your timetable, select the “**My Studies**” tab in the navigation bar, then “**Schedule.**” Here you can see any courses you have bookmarked in your timetable to plan your semester. To add courses to your timetable, go to the respective course in the course catalog and click the “Pre-Booking For Schedule” button. Keep in mind that the timetables in viaCampus and Moodle are independent of each other, and events are not automatically transferred.

Registering for selected Courses:

Studies Offered -> Show University Course Catalog -> Choose Course -> Enroll

Most courses are freely accessible via Moodle. However, there are some courses for which you must register in viaCampus or apply separately. If registration takes place via viaCampus, you can do so in the course catalog by navigating to the specific course. In the course view, you can then enroll by clicking “**Enroll.**”