

# Request course room

**Note:** In the departments of Civil Engineering, Geoinformation, Health Technology (BGG) and Architecture (A), new courses are created every semester for all lectures (so no course order is required here).

To order a course, proceed as follows:

1. Log in (with your [University access data](#)).
2. Call up the page [Course request](#).
3. Fill out the form (see below) and confirm with “**Request a course**”.

You will receive a confirmation by e-mail as soon as the course room has been created.

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## Details of the requested course

**Course full name:** according to the examination regulations, supplemented by an abbreviation for the semester and the names of the lecturers: „Course WiSe24/lector“ or „Course SoSe24/lector“.

**Course short name:** Must be unique across the university and must therefore always include the part e.g. „WiSe24/lector“.

**Course category:** Please select (subject) area, degree program and module.

**New course category?** Please enter or contact [moodlesupport \[at\] jade-hs.de](mailto:moodlesupport@jade-hs.de). You can also contact the [E-Learning representative](#) of your faculty / department.

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