



STUDENT EXCHANGE COURSE REGISTRATION INSTRUCTIONS & GUIDELINES

**Fall Semester
2026-2027**

Office of Global Engagement & Student Exchange

Reichman University

August 6, 2026

Dear Exchange Student,

The purpose of this Course Registration Instructions & Guidelines Booklet is to familiarize you with the Reichman University (RU) platforms and provide you with directions to register for courses. Please read the following guide carefully and thoroughly.

Wishing you the best of luck.

The Office of Student Exchange & Global Engagement

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1. My RU:

Your personal information station (My RU) is where you can find your personal schedule, exam notebooks, personal messages and more, and where you register for courses.

Access to MY RU is at the top bar of the Reichman University website, as follows:

<https://www.runi.ac.il/en/> > [My RU](#) - log in using your personal username and password.



2. Reichman University Username, Password & E-mail:

A few weeks/months prior to the beginning of the semester, you should have received an e-mail with your university username and password along with your university e-mail. (Please make sure to check both your home university and personal e-mail accounts for this e-mail as well as your junk/spam folders.) This e-mail will come directly from our Technical Support Team (Helpdesk). Please note that the RU e-mail account is the university's primary form of contact with you and you are expected to check it on a regular basis.

If you did not receive this e-mail, please contact the [Helpdesk](#), explaining to them that you are an exchange student and provide them with your Reichman University student number (found in your acceptance letter). You may e-mail them at helpdesk@runi.ac.il or through WhatsApp: +972 9-9602400. **Again, it is super important when contacting them that you include your full name as well as your student ID number.**

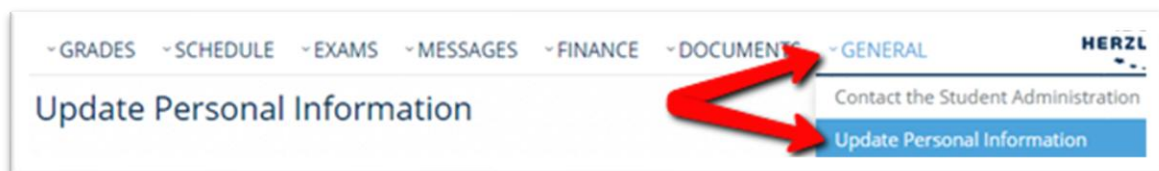
The Reichman University e-mail addresses provided to the students are usually in the following format:

first name.last name@post.runi.ac.il and in some cases: last name.first name@post.runi.ac.il

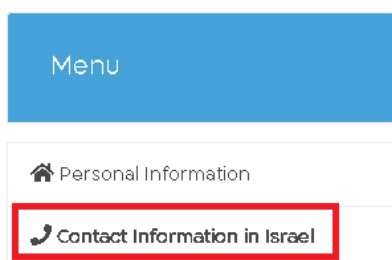
3. Updating your cell phone number:

It is highly important that you log into your Student Info. Station to update your personal information. This is necessary **before the online course registration begins**. Please also **update your Israeli cell phone number (once you have one)**, so that you can be reached in Israel and so that the university can update you with important messages such as SMS messages notifying you of make-up lessons, class cancellations, grades and more. How to do it?

- Access "[MY RU](#)" and log in
- Click on the Student Info Station icon button found under "Applications"
- At the top bar, choose "General → Update Personal Information"

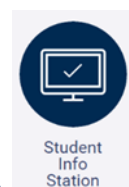


- ☒ Update your Israeli cell phone number under the "Contact Information in Israel" section.

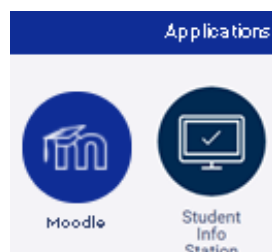


**** If you don't yet have an Israeli address or phone number, there is a box you can check ☒ that states that you don't yet have an Israeli address or phone number and that you'll update it once you do. It is important you do this in order to be able to continue in the registration process.**

4. Information on Course Registration:



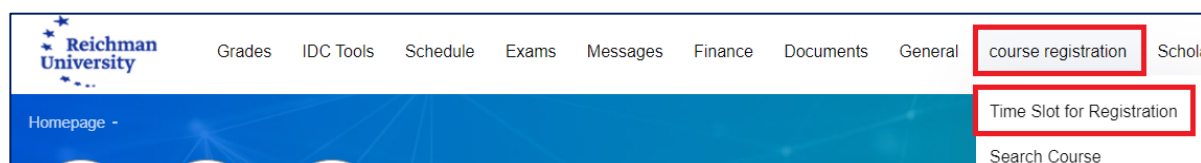
Course registration takes place on the **Student Information Station**. To reach the Info. Station, you need to log into "My RU" and then pick the Student Info. Station button under "Applications":



Student exchange online registration for **BA courses** will take place on **September 14th, 2026**. ([Click here](#) for more specific times.)

There will be a course change period (**Add/Drop Period**) which will take place a few days before the semester begins and through the first week - **Wednesday, October 14th, 2026 – Saturday, October 24th, 2026**. During this period, you will be able to add or drop courses and finalize your schedule.

TIME SLOTS (the actual time periods) for registration **during the Add/Drop Period** will be written in the Student Info Station under "Course Registration".



After the Add/Drop Period, it will **no longer** be possible to add/drop courses or make changes to your schedule.

- ☒ Before the registration period, please use the approved Exchange Student BA Course List document to create a potential list of courses. This is a list of courses that have been approved for Exchange Students. **Make yourself a list with more courses than you need as during the registration time period, you may find that some courses are not offered, may be full or their schedule overlaps.**

MA COURSE REGISTRATION:

- ❖ **Only MA students can register for MA courses.** (BA students cannot register for MA courses.)
- ❖ Registration for MA level courses will take place directly through the Office of Global Engagement & Student Exchange and can only begin after the first week of classes.

MA students will be e-mailed a separate e-mail (in mid-late September) with specific registration directions for MA courses and provided a list of MA Government courses they can pick from.

Information on Course Registration Continued:

- ☒ When looking at the course list, please pay attention to the semester the course is offered:

1 = Fall Semester (October – February)

2 = Spring Semester (March – July)

○ ○ ○

Annual = Full Year Course (Course taught Fall & Spring semesters)

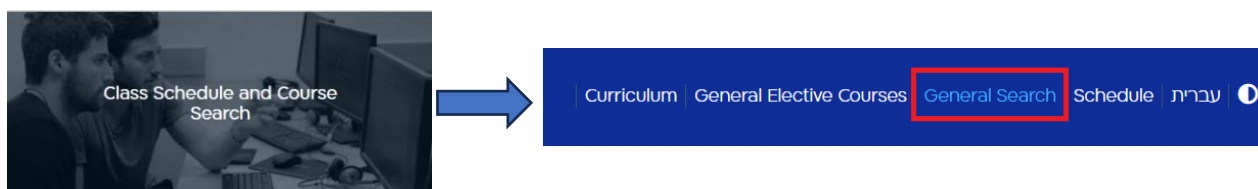
You need
courses
from here.

Courses that are **highlighted in blue** will be open for registration starting **October 14th, 2026** (during the Add/Drop Period).

- ☒ **To get further course information** (course description, **days/times offered**,) use the course number listed in the Course List document, and go to the following link:

<https://www.runi.ac.il/en/students/hrs>

On the above link, click on "Class Schedule and Course Search" option:



- ☒ Then on the banner at the top, choose the "**General Search**" option. Once on the "General Search" page, put the **course number** and hit "Enter".
- ☒ You will then be able to view the course description, language course taught in, course syllabus, days course is offered, etc. (Some courses, the professors have not yet provided further course information and therefore the syllabus may not yet be available.)
- To find course syllabi, please see document called "**Course Syllabus at Reichman University**" for directions on finding course syllabi.
 - Please be aware that the course may be listed on the page several times. It is therefore important to **look for the course that is offered in English and during Semester A** (Fall Semester).

Arison School of Business B.A.

3052 - Fixed Income Securities (Lecture)

2 credit points 2 hours

Group Id: 261305201

Teaching language: English

Final assignment: Final Exam

Lecturer	Semester	Day	Hours	Room
CPA Udi Lewkowicz	A	Mon	11:30-13:00	PE104

Course site →

Syllabus →

Course description ✓ Prerequisites ✓ Exams ✓ Recitation ✓

5. Course Information:

- ❖ Each Reichman University course has a **course number** AND a **Group ID** number.
- ❖ This is important to be aware of as some courses are offered several times (on different days and times) so each of these courses has the same course number, but a different group ID number. Therefore when contacting the Student Exchange Office about course registration matters, please provide us with the course number, course name **as well as Group ID number**.

Arison School of Business B.A
Adelson School of Entrepreneurship B.A

43 - Principles Of Marketing Management (Lecture)

4 credit points4 hours

Group Id:

231004310

Teaching language: English

Final assignment: Final Paper

Lecturer	Semester	Day	Hours	Room
Dr. Rinat Satchi	A	Wed	11:30-13:00	SLI02
	A	Wed	13:45-15:15	SLI02

Arison School of Business B.A
Tiomkin School of Economics B.A

43 - Principles Of Marketing Management (Lecture)

4 credit points4 hours

Group Id:

231004309

Teaching language: English

Final assignment: Final Exam

Lecturer	Semester	Day	Hours	Room
Dr. Yaniv Gvili	A	Thu	13:45-15:15	Ivcher
	A	Thu	15:45-17:15	Ivcher

Sammy Ofer School of Communications B.A

43 - Principles Of Marketing Management (Lecture)

4 credit points4 hours

Group Id:

231004311

Teaching language: English

Final assignment: Final Paper

Lecturer	Semester	Day	Hours	Room
Dr. Rinat Satchi	A	Mon	8:00-11:15	C.B07

- ❖ Some Reichman University courses have a course lecture AND a **recitation. If a course has a recitation, you must register for both and attend both.** (A recitation is an additional exercise course in a smaller group that all students in this course have to register for and attend.)

A few select courses are **asynchronous** – this means that the course does not have a course lecture, but instead students can access the course materials—lectures, readings, and assignments—on their own time. Students may be given a timeframe/due dates of when assignments are due.

6. Course Registration Dates:

As mentioned previously, course registration for **BA courses** for exchange students will take place:

Monday, September 14th, 2026 (Specific times will be listed in the Student Portal closer to the date.)

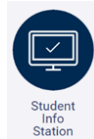
Registration will take place **again** during the **Add/Drop Period** (change period) which this year begins a few days before the beginning of the semester and through the first week of the semester. This allows students to add or drop courses and make final changes to their schedule. The specific dates of Add/Drop Period:

Wednesday, October 14th, 2026 – Saturday, October 24th, 2026

7. Course Registration Directions:

a. Access the registration system through "[My RU](#)", using your personal username and password.

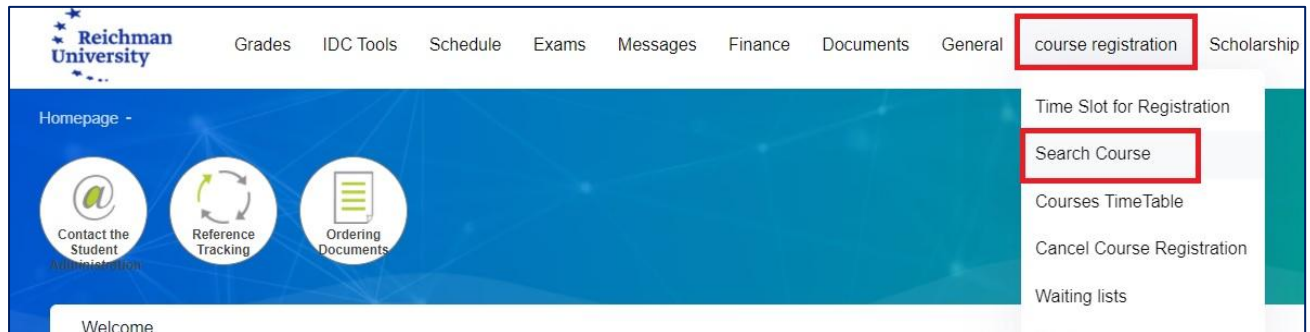
b. Log into your Student Information Station.



Change the language to English



c. Choose "Course registration" tab, and then click on "Search Course". See screenshot below:



d. Once on the Course Search page, put the course number in the "Course Code" section and hit the "Search by course code" button. See screenshot below:

Search Course

Home Page - course registration - Search Course

Search courses for registration

The following options are available to you Course registration, Please enter a value in one of the fields and click the 'Search' button.

☒	Course Code	
☐	First letter of the course name	-- Select --
☐	Course Name	
☐	First letter of lecturer's last name	-- Select --
☐	Program Type	-- Select --
☐	Course date	-- Select --

e. Once on the course search results page, make sure to register for the correct course (making sure you pick the course taught in **English, during semester 1 (A)** and paying attention to the course Group number, lecturer name, and day and time offered). See screenshot below:

Course Type : **Lecture**

Semester: 1 Course language : **English**

Group : 271434502 China: Society and Politics Dr. Propper Eyal Lauder School of Government, Diplomacy & Strategy B.A ריכמן

Weekly schedule

Semester	Day Of Week	Start Time	End Time	Lecturer Name
1	Monday	09:45	11:15	Dr. Propper Eyal

- f. Once you pick the course you want to register for, click on the blue "Course Registration" button which appears **above** the course. See screenshot below:

Course Type : Lecture

Course registration

Semester: 1 Course language : **English**

Additional details

Group : 271434502 China: Society and Politics Dr. Propper Eyal Lauder School of Government, Diplomacy & Strategy B.A ר"ימן

Weekly schedule

Search

Semester	Day Of Week	Start Time	End Time	Lecturer Name
1	Monday	09:45	11:15	Dr. Propper Eyal

- g. If the registration goes through, a course confirmation message will appear.

Search Course

Homepage - course registration - Search Course

Registration confirmed for course :

Introduction to Political Theory The course is given in English

Back

- h. If the course has a recitation (an additional exercise course in a smaller group that all students in this course **have** to register for and attend), then you will receive a message in red "Registration for the course will only be confirmed after registration to the recitation" and you will need to register for the **recitation** as well before being confirmed in the course.

Search Course

Home Page - course registration - Search Course

Course Name : Multivariate Statistics (Course Code : 5456)

Program Type : Study Abroad - Elective Courses

Search

Course Type : recitation

Course registration

Semester: 1 Course language : **English**

Additional details

Recommended parent group : 271434502 - China: Society and Politics Group : 271434502 - China: Society and Politics Dr. Aliman Moran Baruch Ivcher School of Psychology ר"ימן

Weekly schedule

Search

Semester	Day Of Week	Start Time	End Time	Lecturer Name
1	Thursday	13:45	17:15	Dr. Aliman Moran

Course Type : recitation

Course registration

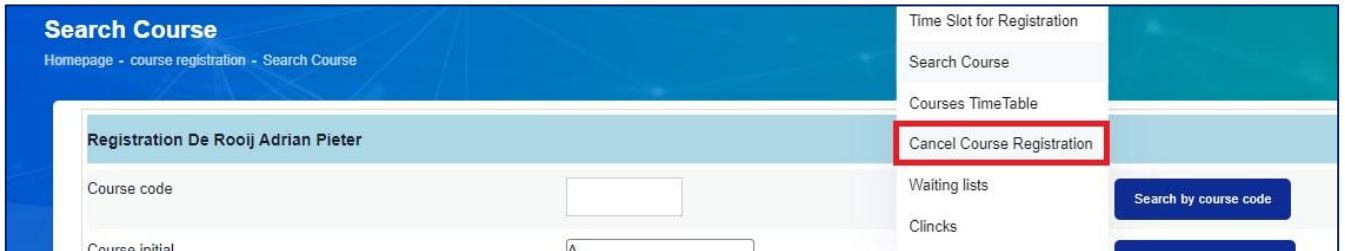
Semester: 1 Course language : **English**

Additional details

Recommended parent group : 271434502 - China: Society and Politics Group : 271434502 - China: Society and Politics Dr. Zohar Cohen Karin Baruch Ivcher School of Psychology ר"ימן

Weekly schedule

- i. If you need to drop/cancel any of the courses you registered for, you can do this by clicking on "Cancel Course Registration" under the "Course Registration" tab.



Search Course
Homepage - course registration - Search Course

Registration De Rooij Adrian Pieter

Course code

Course initial

Time Slot for Registration

Search Course

Courses TimeTable

Cancel Course Registration

Waiting lists

Clincks

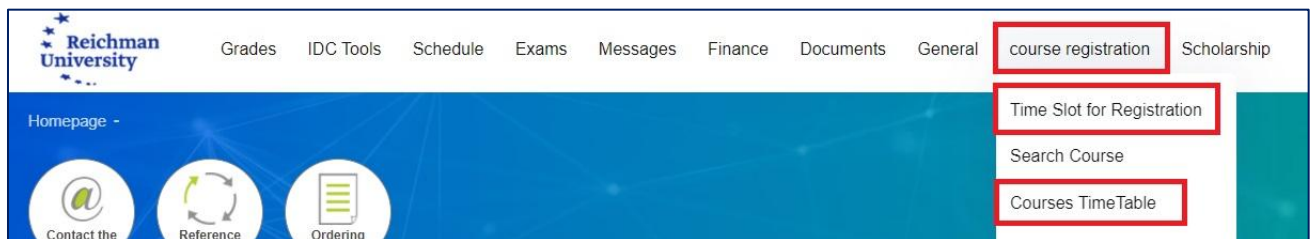
Search by course code

- It will then take you to the list of courses you are registered for. You will then need to click on the red button "Cancel Course Registration" for the course you want to drop/remove.
- It will then ask you to confirm the course cancellation and another window to approve the cancellation. **Only by confirming the cancellation will you be removed from the course.**

Cancel Course Registration									
Search									
Semester	Course Name	Code Group	Course type	Lecturer	Day and Hours	Program Type	Additional details	cancel Course registration	Change group
1	3034 Introduction to Clinical Psychology	272303401	Lecture	Dr. Weiss Joshua M	Monday ,13:45 - 15:15 , Room: Wednesday ,11:30 - 13:00 , Room:	Study Abroad - Elective Courses	Additional details	cancel Course registration	
1	7892 Ethics and Technologies in the Age of AI	271789203	Lecture	Mr. Carsenti Elior	Wednesday ,13:45 - 15:15 , Room:	Study Abroad - Elective Courses	Additional details	cancel Course registration	Change group
1	8000 Introduction to Psychology	271800007	Lecture	Prof. Hirschberger Gilad	Sunday ,11:30 - 13:00 , Room: Monday ,09:45 - 11:15 , Room:	Study Abroad - Elective Courses	Additional details	cancel Course registration	Change group

- If you want to cancel a course that has a recitation, you **first must cancel** your registration from the **recitation** course before being able to cancel the lecture course.

- j. If you would want to look at the time slots (time periods) for registration or to view your timetable (schedule) after you've registered for courses, click on the "Course Registration" tab and then on the appropriate options. See screenshot below:



Reichman University

Grades IDC Tools Schedule Exams Messages Finance Documents General **course registration** Scholarship

Homepage -

Contact the Reference Ordering

Time Slot for Registration

Search Course

Courses TimeTable

8. Important Points to Keep in Mind:

- ☒ Pick courses listed in the approved Course List document as this is the list of BA courses that have been approved for exchange students. Not all the courses in the general course handbook are available for registration for exchange students.
- ☒ Exchange students are able to register for courses that are on the approved course list even in fields they are not studying (as long as their home university approves). For example, as a student studying Government, you would be able to register for Communications/Psychology/Business courses from the course list.
- ☒ **Pre-requisites:** Exchange students need to pay attention to course pre-requisites and make sure they have fulfilled them at their home university to have the proper knowledge to succeed in the course at Reichman.
- ☒ Bachelor level students cannot register for MA level courses.
- ☒ Students are subject to course availability and/or capacity limitation constraints and in some cases pre-requisites. Therefore, exchange students are strongly advised to have a flexible course plan to avoid any disappointment. **Under no circumstances can students enroll in two or more courses that overlap in time.**
- ☒ The normal course load for Reichman University students is 6-9 courses for one semester, but it's important you follow any requirements you might have from your home university and/or (Erasmus+) Scholarship.
- ☒ **Asynchronous course** – means that the course does not have a course lecture, but instead the student can access the course materials—lectures, readings, and assignments—on their own time. Students may be given a timeframe/due dates of when assignments are due.
- ☒ Registration for courses in the following fields are **prohibited**:
 - Public Diplomacy, Entrepreneurship, Zell, MBA/MAFE, Argov Fellowship courses.
 - Computer Science and Law – Approval to join Computer Science or Law School courses is subject to final approval by the School of Computer Science/Law School **and is only an option for students coming from a university where we have an exclusive Computer Science or Law exchange agreement** as these courses are very limited.
- ☒ **Language Courses:** Language courses such as Hebrew are full year in length at Reichman University and therefore can only be taken by full year exchange students.

9. Course Credits:

The following is a chart for credit conversion:

Israeli Credits	ECTS
1	1.5
2	3
3	4.5
4	6
5	7.5
6	9

10. Final Exams:

Exams begin immediately following the conclusion of the semester. In accordance with traditional Israeli higher education models, Reichman University offers students the opportunity to take a 1st sitting of exams (moed aleph). If a student fails the moed aleph exam, is not happy with the grade or had to miss the exam due to unforeseen circumstances, he/she is entitled to sit for a 2nd sitting (moed bet). These second exams are scheduled immediately following the moed aleph exam period. Therefore, each student has a highly individual exam schedule.

Fall Semester moed aleph exams begin January 17th, 2027 and moed bet exams begin around the end of February 2027.

Arison School of Business B.A.
Tiomkin School of Economics B.A

43 - Principles of Marketing Management (Lecture)

4 credit points

4

hours

Group id:

261004309

Teaching

English

language:

Final
assignment:

Final Exam

Lecturer

Dr. Yaniv Gvili

Semester

A

A

Day

Wed

Wed

Hours

11:30-13:00

13:45-15:15

Room

C.109

C.109

Course site →

Syllabus →

Course description ▼

Prerequisites ▼

Exams ▲

Recitation ▼

Date	Due	Time	Exam type
16/02/2026	A	15:45	Final Exam
16/03/2026	B	17:30	Final Exam

** In the [Student Handbook](#) search page, when inputting courses in the search bar, students are able to see what type of final assignment a course has (final paper, final exam, etc.) as well as dates for final exams.

Arison School of Business B.A.

2332 - Corporate Responsibility (Lecture)

2 credit points

2

hours

Group id:

262223204

Teaching

English

language:

Final
assignment:

Final Paper

Lecturer

Dr. Inbal Abbou

Semester

A

Day

Wed

Hours

11:30-13:00

Room

ZOOM

Course site →

Syllabus →

Course description ▼

Prerequisites ▼

Exams ▼

Recitation ▼

~ Final Exams Continued:

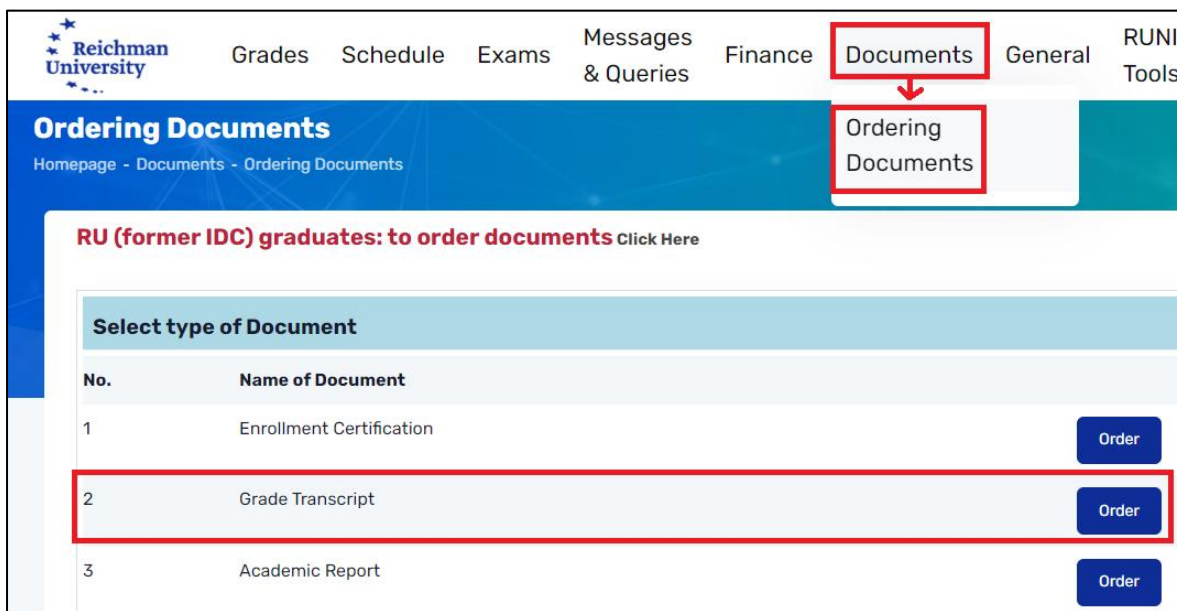
Students are expected to study at Reichman University for the entire semester and to sit for the exams on campus. Exchange Students who must leave early before completing all their final exams are provided an alternative option.

The Exam Department usually offers exchange students a remote exam option proctored by Reichman University personnel. Further details about this possibility is sent to the exchange students about a month prior to the end of the semester.

It is the exchange student's responsibility to make sure their home university approves them to take exams remotely.

11. Final Transcript:

Your official Reichman University transcript will be available approximately 1-2 months after the end of the final exam period. Once all your grades have been updated in the system, log into your Student Information Station and click on the "Documents" tab and then "Ordering Documents". You will then click on the "order button" next to "Grade Transcript". For any issues with your transcript, please email Ilana Benyosef **including in your e-mail your full name and Reichman University student number**.



Reichman University

Grades Schedule Exams Messages & Queries Finance Documents General RUNI Tools

Ordering Documents

Homepage - Documents - Ordering Documents

RU (former IDC) graduates: to order documents [Click Here](#)

Select type of Document

No.	Name of Document	
1	Enrollment Certification	Order
2	Grade Transcript	Order
3	Academic Report	Order

12. Learning Accommodations:

Please note that if you receive special final exam learning accommodations at your home university and would require to receive accommodations at Reichman University, it is important that you complete the process early enough in order to receive the accommodations in time for the final exams. You are therefore strongly urged to take care of this at the beginning of the semester. Please be in touch with the Accessibility Center, explain to them that you are an exchange student and provide them with the necessary documentation. You can find further information by [clicking here](#).

13. Course Attendance:

Students should familiarize themselves with the attendance rules found in the syllabus of each course they are registered for as well as the Reichman University student regulations booklet. Course attendance is mandatory and instructors are required to check attendance at each course session. **For the official Reichman University Rules & Regulations, [click here](#).**

For any questions, please don't hesitate to contact us; contacting Ilana Benyosef for any incoming student exchange matters.

Ariella Azoulay, Director of Global Engagement - Ariella.azoulay@runi.ac.il

Ilana Benyosef, Incoming Student Exchange Coordinator – ilana.benyosef@runi.ac.il

Nina Slama, Outgoing Student Exchange Coordinator & Erasmus+ Mobility - nina.slama@runi.ac.il

Wishing you a successful and enjoyable semester.

Kind regards,

The Global Engagement & Student Exchange Team

Ariella, Ilana and Nina