FH;P Fachhochschule Potsdam
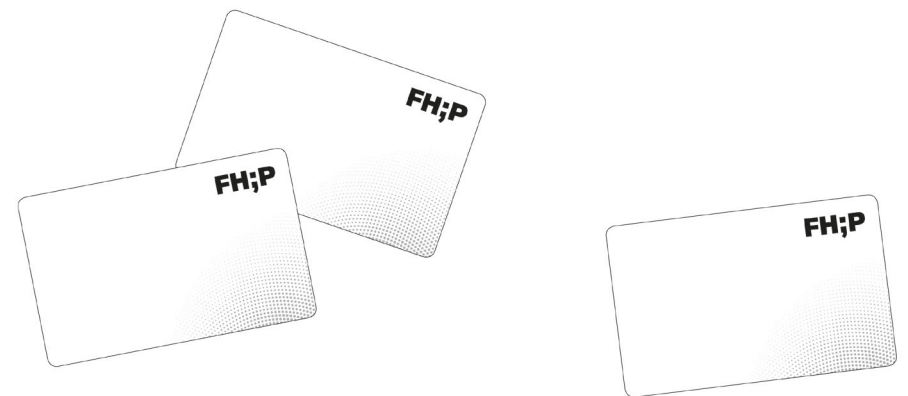University of
Applied Sciences

Campus.Card

Information for Students

More information:
fh-potsdam.de/campuskarte

Contact information:
Studien-Info-Service
Main building, room 014
Phone: +49 331 / 580 -3502
Email: campuskarte@fh-potsdam.de

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The Campus.Card

The Campus.Card has a number of uses:
→ Student ID
→ Library card
→ Means of payment for the cafeterias operated by Studentenwerk Potsdam
→ Means of payment for washing machines in the student residence halls operated by Studentenwerk Potsdam
→ Access to rooms on campus as well as printing, scanning and photocopying facilities (if you encounter problems with these functions, please contact the dean's office of your department)
The Campus.Card is valid throughout your studies at FHP. New functions might be added in due course.

1. Before using the Campus.Card for the first time
The Campus.Card has to be validated every semester. Please use the **validation machines in the entrance hall of the main building** (next to the library entrance) or **in the cafeteria** (Mensa). During the validation process, the Campus.Card gets a two-line print. **Only then is the card valid and ready to use.**

2. What to do next? Re-enrolment for the next semester
The semester fee has to be paid in full until the re-enrolment deadline. Please plan ahead: You need to allow at least three working days for the transfer of the semester fee to be credited to the university's account! Further information about re-enrolment can be found here: **fh-potsdam.de/rueckmeldung/**
After successfully re-enrolling for the next semester, you need to validate your Campus.Card again by using the validation machines. The next semester should now be visible on your updated Campus.Card.
You can download and print your **confirmation of enrolment** (Immatrikulationsbescheinigung) by using the online self-service: **mycampus.fh-potsdam.de**

3. Library Card
The back of the Campus.Card is the library card for the FH Potsdam library.

4. Means of payment
You can top up your Campus.Card with money using your cash card (EC-Karte). The Studentenwerk Potsdam determines the sums you can select: the **minimum amount is 10€**, the **maximum 50€**. The machine is located in the cafeteria (Mensa) next to the tray return area. Additionally, you can top up your card with cash at the counters in every Studentenwerk-run cafeteria.
You can charge any amount of cash on your card, however, it is recommended to limit it to 50€. To use the Campus.Card as a means of payment is entirely voluntary, you can also pay in cash.

5. Access to printing, scanning and photocopying facilities
Using your Campus.Card, you can use the multifunction printers with card readers. The fees will be charged against the available balance on your Campus.Card. You can send print jobs from the computer labs on campus or using your own notebook and pick up your prints from any multifunction printer using your Campus.Card (*Follow-Me-Function)*. In order to use this function, you will need to have a minimum balance of 1,50€ on your Campus.Card. For more information please visit the intranet:
https://intranet.fh-potsdam.de/zentrale-it/drucktechnik

6. Access to rooms on campus
In buildings 2, 4, 5, 17 and A the Campus.Card can be used to gain access to some of the rooms, like computer labs or seminar rooms. The access rights are granted by the dean's office. Please note: for security reasons, access rights need to be renewed every day. In order to do so, hold your Campus.Card on the card reader outside the main entrance of the building. Please wait a few seconds until the acoustic signal has sounded three times.

7. Replacement of the Campus.Card
In case your Campus.Card is lost or stolen, we recommend contacting the Studien-Info-Service immediately to minimise damage. You can contact the Studien-Info-Service by phone, email or in person.
For each replacement card you will be charged 20 €. You do not need to pay this fee, if you need a new card because you have changed your name, the card is malfunctioning or stolen.

8. Taking care of your Campus.Card
Please keep your Campus.Card safe to avoid damage and maintain its functionality. We recommend keeping it in a protective cover. Please avoid scratching the surface, perforating, strongly bending, writing on, heating or washing your card as well as getting it dirty or manipulating it in any way.