How To: Alma

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This is where you sign in.

Use your usual Login data, the one you also use for E-mail a.o.
What exactly does Alma?

Alma is a platform that was introduced to most students only this term

You use it to...

... sign up for courses
... sign up for exams
... view and print your Transcript of Records, your enrollment certificate a.o.
... make sure your registration payments were made

You can also view the organizational structure of the University and find information about staff e.g. E-mail addresses or working hierarchy.

“My Studies” is the most important function. Here you find most of what you need.
What that entails is going to be introduced on the next pages...
Transcript of Records

My Studies

- Planner Of Studies with module plan
  Remark modules, enroll lectures and sign in for examinations

- Schedule
  See events and examinations in your personal schedule

- Show my enrollments
  Get an overview of your examinations and courses

- My achievements
  Get an overview of your achievements, i.e. examinations or visited lectures.

- Register for electives
  Registration of electives

- Student Service
  Get an overview of your status, contact details, invoices and payments. Create reports, reregistration

- You’ll find your Transcript of Records in a fold out chart and as a print version in “My achievements”
- There is also a chart showing you your study history at the University of Tuebingen

In case you switch your course of study you find the exact term here.
Student Service

You don’t just find Reports in the “Student Service” section, though:

- **Student status**: Here you can view your “status”. This is especially important when you’re putting in a break in your studies (in case of an internship a.o.). In that case you might have to check whether it says the right amount of study semesters. Or if you switch your course of studies. You can also view your Matriculation Number, in case you don’t have your ID card with you.

- **Contact data**: Here you can change your “Contact data” in case you’re moving or want to add a telephone number.

- **Bills and payments**: Here you can view how much the registration fee is, whether you paid it, and the bank account information.

- **Reports**: You’ll be getting a notification e-mail, when it’s time to pay the registration fee. The bank account information and what to put as reference will also be made available there. Don’t worry about that, just yet.
How To: Signing up for courses (example B.A. Anglistics)

There are different ways to sign up for lectures and seminars on Alma. The easiest one being “Planner Of Studies with module plan”.

One of the perks of this function is that the seminars and lectures are already sorted by module. That does not mean you won’t have to read your module plan; it just assists you. The farther you get along with your studies the better it is because it also shows you which modules you already successfully finished.

Keyword Module Plan:
Your module plan and the study and exam regulations are available on this page:
These are the basic modules; you’ll need those to proceed in your studies. The ones that are marked red, are the ones you’re supposed to do in your first term (an overview of the ones in your course of studies is available in your module planner). As a B.A. Anglistik student you would have to successfully finish these two courses by the end of your third term.

The basic module Literary Studies consists of a lecture and a seminar. The lecture is available online during the summer term, so you don’t have to apply for it. To sign up for a seminar, you just have to hit the “Apply” button.
After you hit “Apply” a page similar to this should pop up.

Here you’ll have to assign priorities. For the basic modules the only differences are usually the instructor and the date.

The “Introduction to Literary Studies”-seminar is also accompanied by a Tutorial.

When decided, give out the priorities.

You should (and most often even have to) assign every priority, otherwise you might not get a seminar at all.

Then you hit “Enroll now”.
This is what your Timetable looks like
You can mark courses, and sign up for them later, if you’re not sure yet
The courses you applied for, will also show up here.
But to view it perfectly there are different areas you have to check…
Now there should not be anything left to stand in your schedule and you can print it out.

To do that, you have to click on “As PDF-Document”.

“More display options” gives you the opportunity to change the information given on your timetable (room, instructor etc.).

Or you export the timetable data via “Export data as iCalendar (ics)”. 

Especially during the break you’ll have to check that you’re in the right term.

If you want to view your schedule for the whole term, you’ll have to choose “term view”.

term view  

> Apr 1, 2020 - Sep 30, 2020
Course Catalogue

Another way to register for courses is via the course catalogue (click on “studies offered” and then “show university course catalogue”). Here is a quick guide to how to find the right courses:

First you have to choose the faculty your course of studies belongs to.

Languages generally belong to the philosophical faculty (“Philosophische Fakultät”)

Another area, especially important for B.A. students is courses that do not belong to any faculty (“Außerfakultäre Veranstaltungen”).

Any event belonging to the Studium Professionale and the Career Service is sorted in this category.

These are the courses which give you credit in the Schlüsselqualifikationen-module.
Closing Statement

This should be all you need to survive your fist term. Just try by clicking on a few things.

Don’t worry, you won’t be able to delete Alma. As far as we know, at least.

If you have any more questions or want to go more into detail, need someone to talk to. Don’t be afraid, we’re just a text away.

Have a good start,

Your Fachschaft Anglistik und Amerikanistik