



# alma Portal

## Role Student

How to register for / deregister from exams

# 1 How to register for / deregister for exams

## 1.1 Preliminary remarks

How you register for exams in alma depends on whether you are an Erasmus/exchange student or a fully enrolled student. Erasmus/exchange students will have to contact the lecturer.

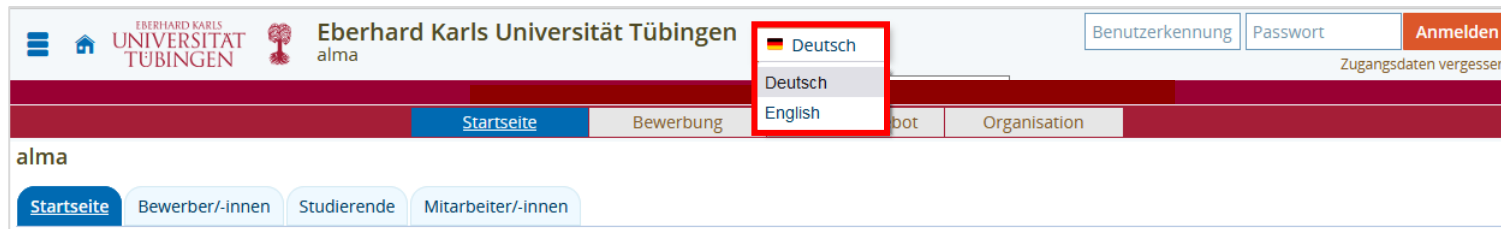
Please note that for fully enrolled students, there are two different registration processes: one registration is for courses and the other is for examinations. With the course registration you express your wish to take part in a course. With the registration for an exam you express the wish to take the required exams. In some cases, students only want to hear a lecture and not take the associated exam. The two separate registration processes allow for such flexibility for your studies.

Most of our degree programmes and exams are managed in alma; for those you can register and deregister there. The degree programmes which are not managed in alma will have different registration procedures. For more information please see the homepage of the Central Examinations Office: <https://uni-tuebingen.de/en/120435>.

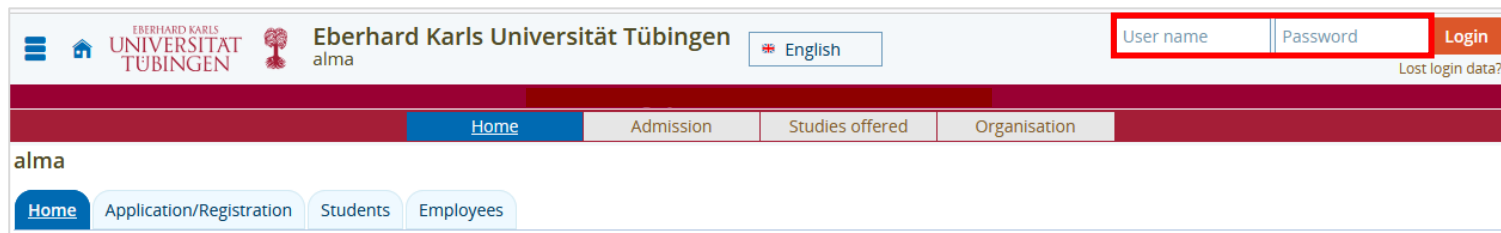
Please note the specific periods for registration and deregistration of exams. You can also find these periods on the homepage of the Central Examinations Office. Registration and deregistration are only possible during those specific periods. If you cannot see the registration button, this means in most cases that the registration period for this exam has not yet started.

## 1.2 Registration for exams

Change the default language from „Deutsch“ to „English“ on the alma homepage.



Log in with your university login and your associated password.



Choose „My Studies“ and then „Planner of studies with module plan“.


My Studies	Studies offered	Organisation
Planner of studies with Module plan		
Schedule		
Show my enrollments		
My achievements		
Register for electives		
Student Service		

If you are enrolled in more than one subject, choose the subject for which you want to register the exam.



Home	My Studies	Studies offered	Organisation	User information
You are here: <a href="#">Home</a> > <a href="#">My Studies</a> > <a href="#">Planner of studies with Module plan</a>				
<b>Planner of studies with Module plan</b>				
<i>i</i> Please select a course of study				
Course of studies	Subject related semester	Last reregistration term		
<a href="#">Bachelor of Education Englisch (H-2015-1)</a>	2	Sommer 2022		
<a href="#">Bachelor of Education Politikwissenschaft (H-2018-1)</a>	2	Sommer 2022		
<a href="#">Bachelor of Education Bildungswissenschaften (Z-2020-1)</a>	2	Sommer 2022		
Search result: 3 records   Row count (Max:300) <input type="text" value="10"/>				

Then your examination regulations with all its modules will be displayed:

Using this function you can change the subject in which you want to register for an exam.


Using this function you can hide or show courses and exams. You can either „expand all“ to see the complete overview of your curriculum, or use the -symbol to open single levels.

Planner of studies with Module plan Bachelor of Education Englisch (H-2015-1)













 Show Module plan 
 [→ Select another course of study](#)
 Printview 
 [Help](#)

Events:

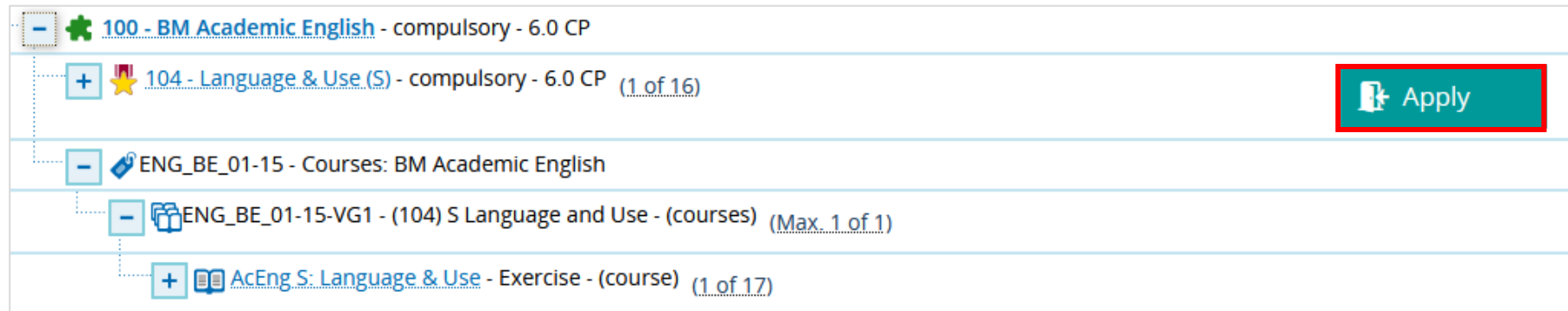
Courses:  All 
 Examinations:  All  
 None 
  None  
 Only planned 
  Only planned

Search in course catalog 


[Expand all](#) [Collapse all](#)


Structure of examination regulations - All subject related semesters		Actions	Status
	 73 008 - - H 2015 - PO B.Ed. Englisch		
	 8990 - Bachelor Thesis - core elective - 6.0 CP		
	 9050 - Fachnote B.Ed. Englisch - 81.0 CP		
	 100 - BM Academic English - compulsory - 6.0 CP		
	 300-v2 - AM Academic English - compulsory - 6.0 CP		
	 500 - BM Linguistics - compulsory - 9.0 CP		

When you open the desired level (or all levels), you will see the button for exam registration (only for currently offered exams).



The screenshot shows a course selection interface with a tree view. The root node is "100 - BM Academic English - compulsory - 6.0 CP" with a minus sign icon. It has four child nodes: "104 - Language & Use (S) - compulsory - 6.0 CP (1 of 16)" with a plus sign and a star icon; "ENG\_BE\_01-15 - Courses: BM Academic English" with a minus sign and a book icon; "ENG\_BE\_01-15-VG1 - (104) S Language and Use - (courses) (Max. 1 of 1)" with a minus sign and a book icon; and "AcEng S: Language & Use - Exercise - (course) (1 of 17)" with a plus sign and a book icon. A red box highlights the "Apply" button in the top right corner.

 = Studienleistung (non-assessed coursework)

 = Prüfung (assessed examination)

After clicking „Apply“, you will see the following message:

### Planner of studies with Module plan

**i** Important information for your enrollment and cancellation. Please read carefully!  
The depiction of the examination regulations within the system may differ from the official version. The official version applies in any such cases.  
The criteria for exam registration within the system may differ from official standards. Admission to an exam via the system does not guarantee participation in the exam.

I accept

Check the box „I accept“ and click „Next“.

***Please note:***

The status „admitted“ is not a legally binding admission to the examination.

For exams offered on more than one date, or if there is more than one exam in a module, you have to choose the date or the appropriate examination.

Actions & messages	Dates & Rooms	Comment
<div data-bbox="174 435 338 512" style="border: 2px solid red; padding: 2px;">  Apply         </div> <div data-bbox="185 528 495 687" style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>i</b> The time for enrollment begins at Dec 6, 2021 and will expire on Mar 7, 2022 11:59:59 PM.</p> </div>	<p><b>AcEng S: Language &amp; Use (Watts)</b> for the event "AcEng S: Language &amp; Use (Watts)" (winter term 2021, 16. PG)</p> <p>Exam period 1, winter term 2021</p> <ul style="list-style-type: none"> <li>● No time defined</li> </ul> <p>Examinationform: Written</p> <p> Prüfer/-in: M.A. Watts, Stuart</p>	
<div data-bbox="174 767 338 844" style="background-color: #008080; color: white; padding: 2px;">  Apply         </div> <div data-bbox="185 860 495 1019" style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>i</b> The time for enrollment begins at Dec 6, 2021 and will expire on Mar 7, 2022 11:59:59 PM.</p> </div>	<p><b>AcEng S: Language &amp; Use (Sharp)</b> for the event "AcEng S: Language &amp; Use (Sharp)" (winter term 2021, 15. PG)</p> <p>Exam period 1, winter term 2021</p> <ul style="list-style-type: none"> <li>● No time defined</li> </ul> <p>Examinationform: Written</p> <p> Prüfer/-in: Sharp, Jonathan</p>	
<div data-bbox="174 1099 338 1176" style="background-color: #008080; color: white; padding: 2px;">  Apply         </div> <div data-bbox="185 1192 495 1351" style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>i</b> The time for enrollment begins at Dec 6, 2021 and will expire on Mar 7, 2022 11:59:59 PM.</p> </div>	<p><b>AcEng S: Language &amp; Use (Raisig)</b> for the event "AcEng S: Language &amp; Use (Raisig)" (winter term 2021, 17. PG)</p> <p>Exam period 1, winter term 2021</p> <ul style="list-style-type: none"> <li>● No time defined</li> </ul> <p>Examinationform: Written</p>	



After the registration you will see a message stating that you are now admitted to the exam. The message also states where this exam will be accredited in your curriculum (relevant if the same examination can count toward more than one module).

**104: Language & Use (S)**

Achievement will be related to BM Academic English (Nr=100) - Fachnote B.Ed. Englisch (Nr=9050) - AK B.Ed. Englisch (Nr=9000)

Status	Dates & Rooms
<p><span style="color: green; font-weight: bold;">✔</span> admitted</p> <p><span style="color: orange; font-weight: bold;">i</span> The time for enrollment begins at Dec 6, 2021 and will expire on Mar 7, 2022 11:59:59 PM.</p>	<p><b>AcEng S: Language &amp; Use (Watts)</b></p> <p>for the event "AcEng S: Language &amp; Use (Watts)" (winter term 2021, 16. PG)</p> <p>Exam period 1, winter term 2021</p> <ul style="list-style-type: none"> <li><span style="color: blue;">●</span> No time defined</li> <li>Examinationform: Written</li> </ul> <p><span style="color: blue;">●</span> Prüfer/-in: M.A. Watts, Stuart</p>

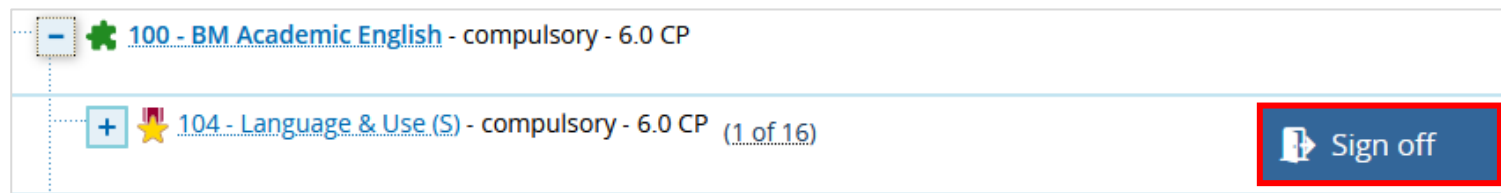
In the menu „My Studies“ > „Show my enrollments“ you can check which exams and courses you have been admitted to.

My Studies	Studies offered	Organisation
Planner of studies with Module plan		
Schedule		
Show my enrollments		
My achievements		
Register for electives		
Student Service		

### 1.3 Deregistration from exams

If you do not want to or are not able to take part in an exam, you can deregister for this exam within the specific registration and deregistration period.

To do so, choose the exam for which you want to deregister in the „Planner of studies with module plan“ and click the „Sign off“ button.



100 - BM Academic English - compulsory - 6.0 CP


104 - Language & Use (S) - compulsory - 6.0 CP (1 of 16)










Sign off

You will then see the following page:

**104: Language & Use (S)**

Achievement will be related to BM Academic English (Nr=100) - Fachnote B.Ed. Englisch (Nr=9050) - AK B.Ed. Englisch (Nr=9000)

 Please select a date for examination.





Actions & messages	Dates & Rooms	Comment
<p> Sign off</p> <p> The time to withdraw from this examination will expire on Mar 7, 2022 11:59:59 PM.</p>	<p><b>AcEng S: Language &amp; Use (Watts)</b></p> <p>for the event "AcEng S: Language &amp; Use (Watts)" (winter term 2021, 16. PG)</p> <p>Exam period 1, winter term 2021</p> <ul style="list-style-type: none"> <li>No time defined</li> </ul> <p>Examinationform: Written</p> <p> Prüfer/-in: M.A. Watts, Stuart</p>	
<p> Change selection</p> <p> The time for enrollment begins at Dec 6, 2021 and will expire on Mar 7, 2022 11:59:59 PM.</p>	<p><b>AcEng S: Language &amp; Use (Sharp)</b></p> <p>for the event "AcEng S: Language &amp; Use (Sharp)" (winter term 2021, 15. PG)</p> <p>Exam period 1, winter term 2021</p> <ul style="list-style-type: none"> <li>No time defined</li> </ul> <p>Examinationform: Written</p> <p> Prüfer/-in: Sharp, Jonathan</p>	
<p> Change selection</p> <p> The time for enrollment begins at Dec 6, 2021 and will expire on Mar 7, 2022 11:59:59 PM.</p>	<p><b>AcEng S: Language &amp; Use (Raisig)</b></p> <p>for the event "AcEng S: Language &amp; Use (Raisig)" (winter term 2021, 17. PG)</p> <p>Exam period 1, winter term 2021</p> <ul style="list-style-type: none"> <li>No time defined</li> </ul> <p>Examinationform: Written</p> <p> Prüfer/-in: MA Raisig, Shawn</p>	

If more than one date is offered for an exam, you can change your registration from one to another; or you can deregister completely from the exam by choosing the „Sign off“ button.

After this you will see a message confirming your deregistration from the exam.

[Back to overview](#)

### 104: Language & Use (S)

Status	Dates & Rooms
 <b>Not enrolled</b>  The time to withdraw from this examination will expire on Mar 7, 2022 11:59:59 PM.	<b>AcEng S: Language &amp; Use (Watts)</b> for the event "AcEng S: Language & Use (Watts)" (winter term 2021, 16. PG) Exam period 1, winter term 2021  No time defined Examinationform: Written  Prüfer/-in: M.A. Watts, Stuart

You can also find the „Sign off“ button for the exam via the menu „My Studies“ > „Show my enrollments“.

examination: 104 Language & Use (S)	Status	Actions
<b>15. Parallelgruppe AcEng S: Language &amp; Use (Watts)</b> <ul style="list-style-type: none"><li>• , No time defined</li><li>• Examinationform: Written</li><li>• Prüfer/-in: M.A. Watts, Stuart</li></ul>	Your actual status: <b>admitted</b> Term of the examination: <b>wt 2021</b>	<a href="#">More details</a> <a href="#">Sign off</a>

- Please note the requirements and regulations of your examination regulations – these are the legally binding ones – as well as the information on the website of the Central Examinations Office (<https://uni-tuebingen.de/en/120435>).
- If there is something wrong with your exam registration or your Transcript of Records, please contact the Central Examinations Office.
- If you have technical questions or problems, please send an e-mail with a detailed description of the problem (ideally with a screenshot) and your matriculation number to [alma-support@uni-tuebingen.de](mailto:alma-support@uni-tuebingen.de).
- For further information please see the „FAQs for students“ under <https://uni-tuebingen.de/en/172170>