EBERHARD KARLS
UNIVERSITÄT
TÜBINGEN

Division IV – Student Affairs
Student Counseling Service

Mini-Workshop
Study Planning and Organization – Hands-on Alma

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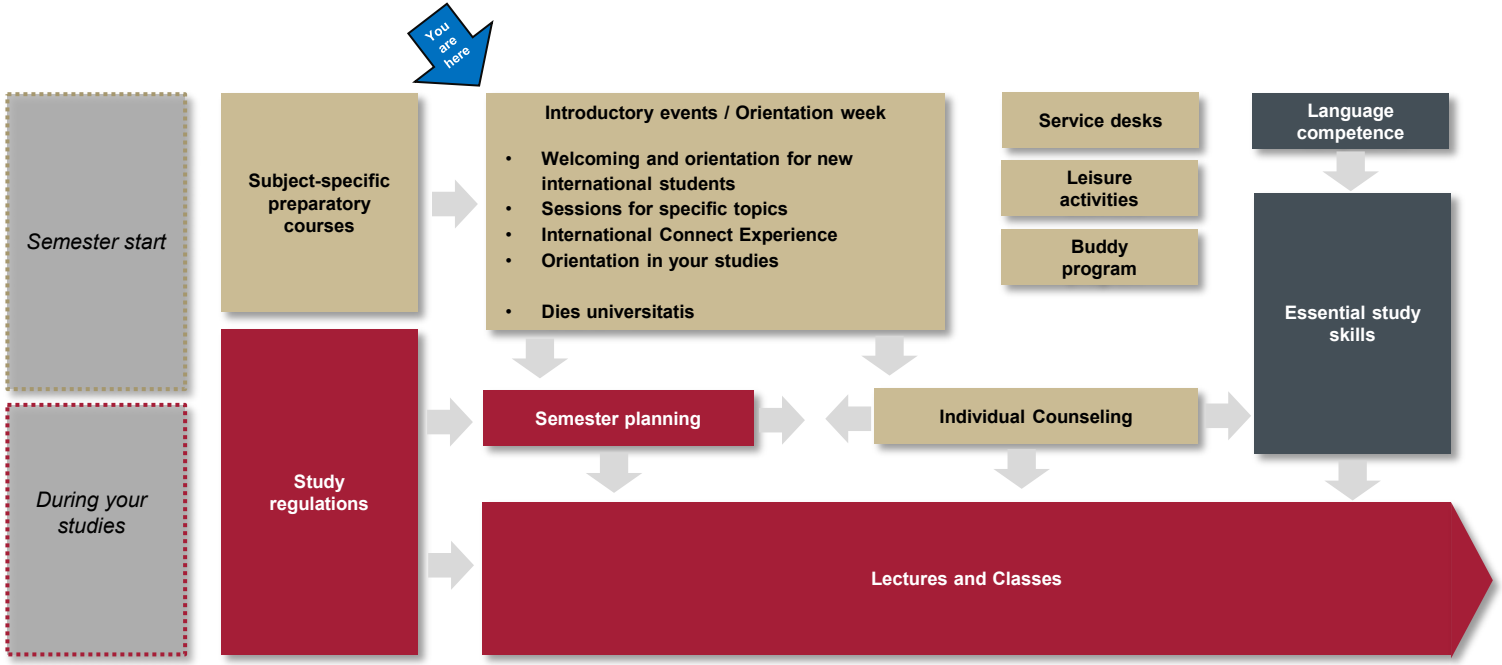
Orientation Week Summer 2026

Table of contents

General Introduction: How to get started at UT



Introduction into topic: Why is study planning important?

Planning…

… means preparation for the realization of goals.

➔ The better we manage (= plan) our time, the better we can use it for our personal and professional goals.

… can help structure a complex daily routine.

… prevents you from overlooking things.

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Survey

What do you need in order to feel well prepared and organized for your studies?

What issues do you face?

Where do you need help?

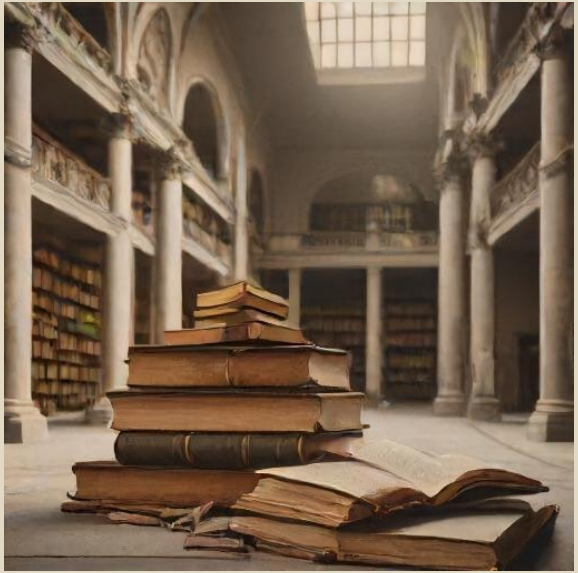
Mentimeter: https://www.menti.com/altjekqhh23a

Study documents and study planning

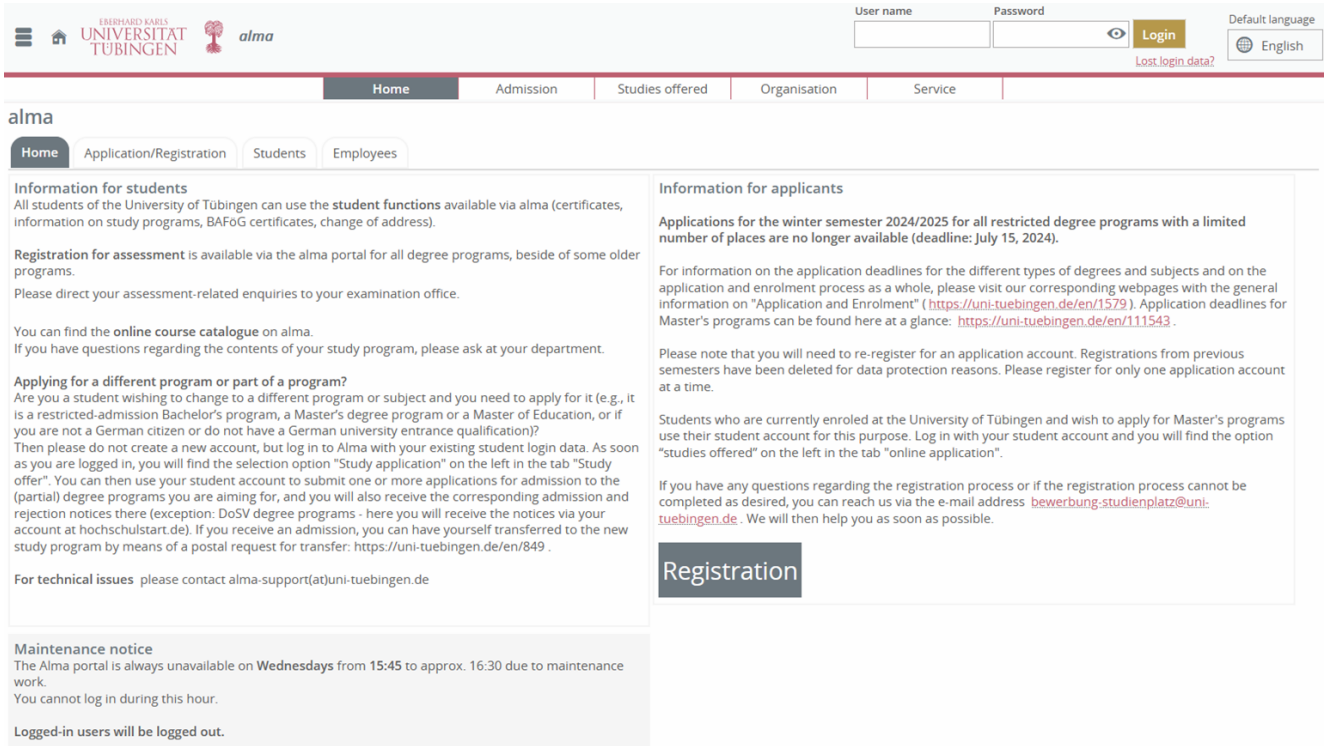
Study documents provide **important information about the principles and parameters** of a degree program: They specify, among other things, the **requirements, contents, deadlines, and assessment methods** of one or multiple programs.

At UT, there are two main kinds of study documents for a program: **Examination Regulations**, and **Module Handbooks**.

Both contain **legally binding information** and are highly relevant for study planning.



Alma: UT's study management system – Introduction



Alma: UT's study management system

General Information

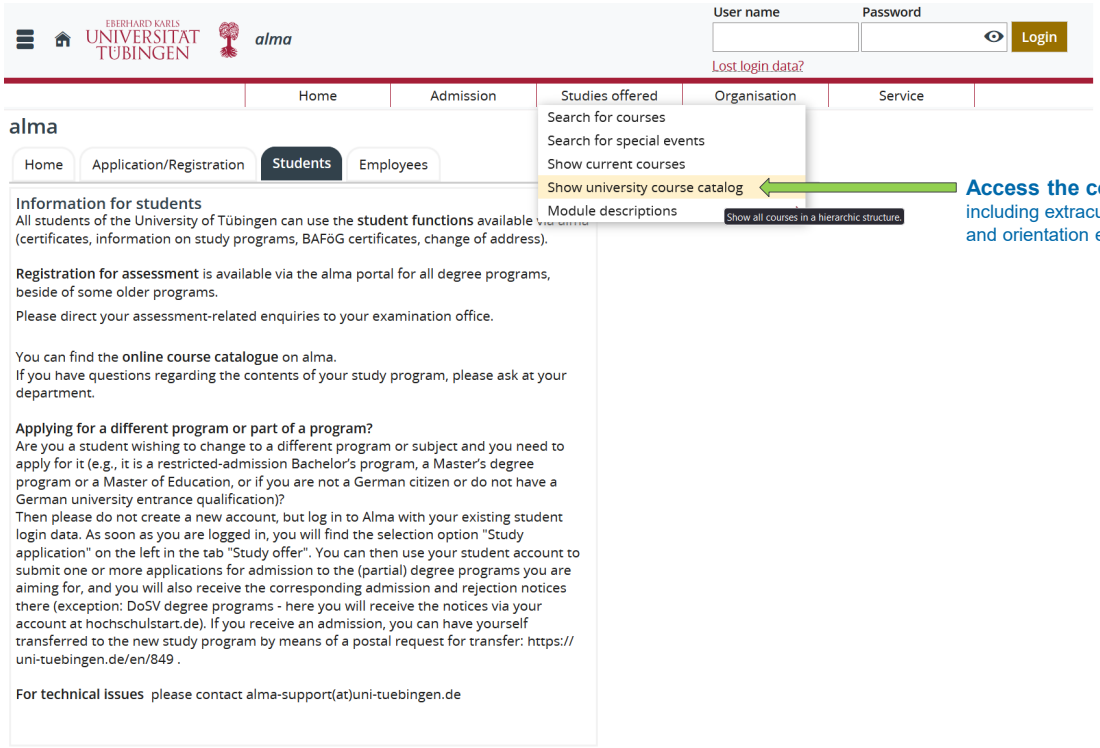
- Alma is used by most degree programs at UT, but not by all of them.
- Some, particularly less frequented, programs might not yet have been fully implemented in the system; in this case, some functions might not work.
- Certain events and courses can be attended without formal registration (via Alma or otherwise); this applies predominantly to lectures.

- You will need a "regular" (degree-seeking) student account to sign up for a class.
- Successful course ***registration*** (= application for membership) does *not* mean you have already secured a place. You still have to be **admitted** by the responsible staff in order to participate.

- For **technical issues**, there is a dedicated Alma support service: alma-support@uni-tuebingen.de.
- For **questions about the content** in Alma, please contact the responsible lecturers or your departmental program advisor.

- At times, the system can be slow or unresponsive.

Alma – the UT Course Catalogue



Access the complete course catalogue, including extracurricular events as well as welcome and orientation events, *without* log-in.

To **register** for events and exams, you will need to log in with your **student account** (which usually is an alphanumerical combination like "zxfea05").

Please note: the *preliminary* account used for application at UT, which has the form "name.surname", can **not** be used for course and exam registration (accounts of this type will also be deleted automatically after a certain time).

Alma · Main icons in the Alma course catalogue

 = Module

 = non-assessed coursework

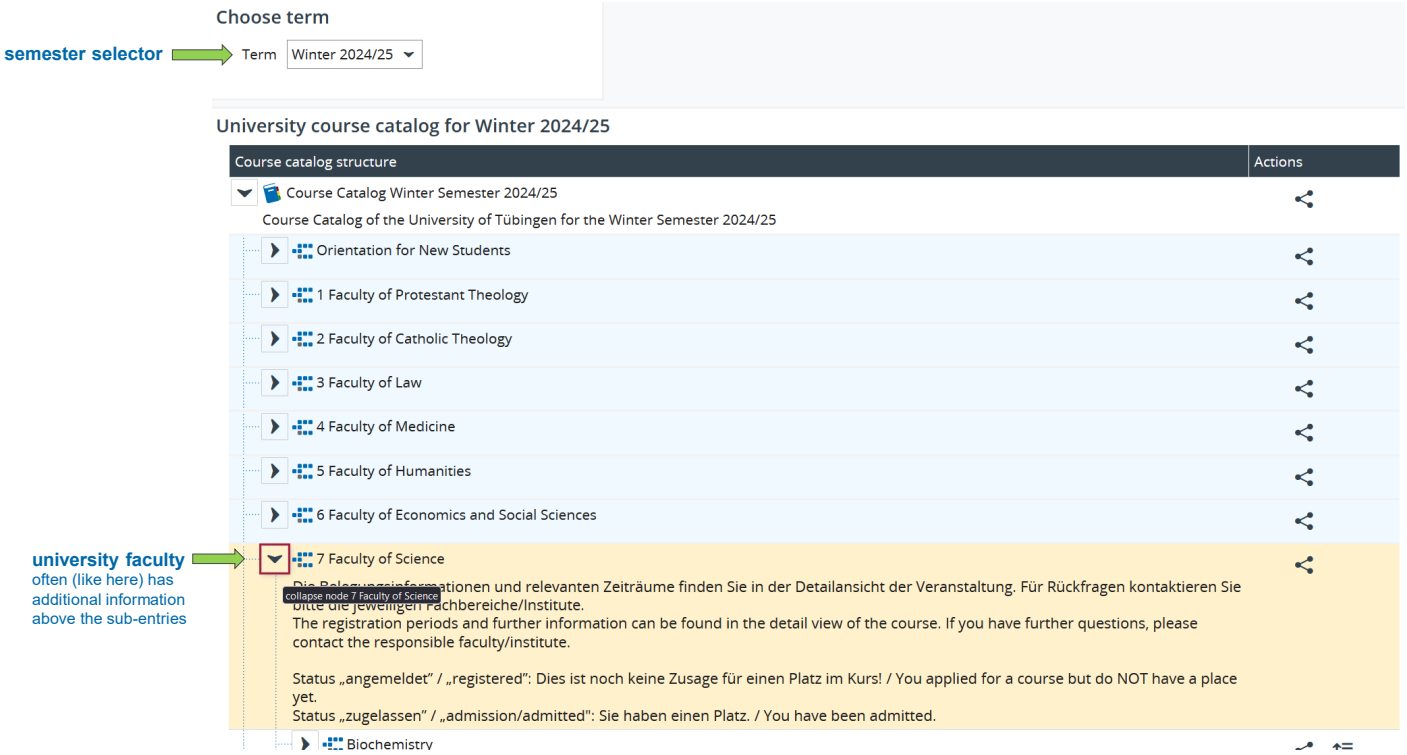
 = assessed examination

 = Course Collection

 = Course

 = Course Group

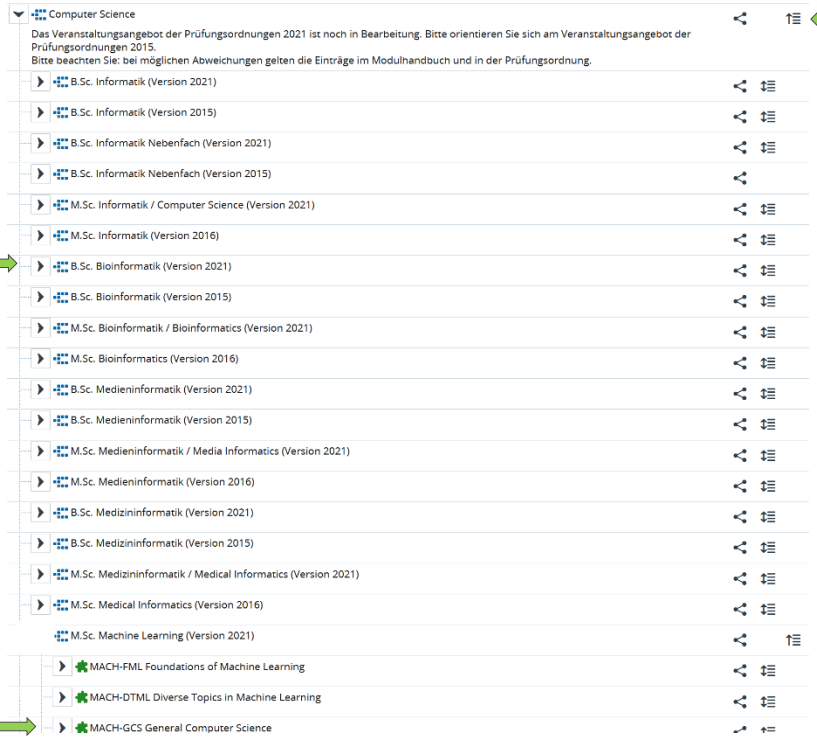
Alma · Finding your program – select faculty and semester



Alma · Finding your program – select your department

heading element
used multiple times. Usually denotes a superordinate group, e.g., a faculty, high-level thematic group, subject, or degree program

expand/collapse subtrees
toggles according to the current state of the tree/subtree



degree program

program module

If there are **multiple** entries of a program, each with a **different "version"** number (= year) in the title, this means that the program's exam regulations were altered, i.e. partly or completely new regulations were established.
The version number indicates the effective date of the respective new regulations.

In such a case, "your" program (and regulations) usually will be the one whose **version number/year** is **closest in preceding (or is equal to) your start of studies** at UT.

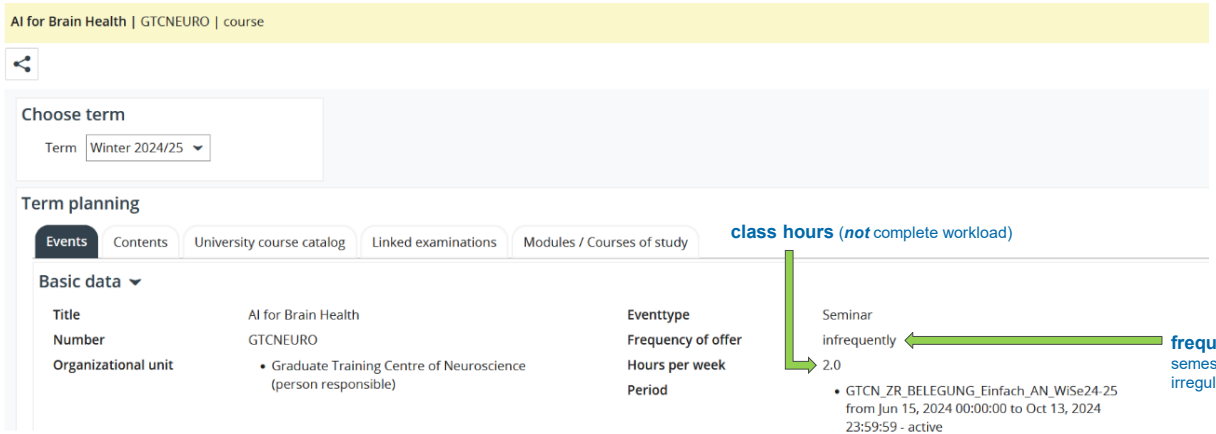
Alma · Displaying available classes in a course group of one specific module

Parallel groups of a class feature the same title, topics, and content, but alternative dates and/or lecturers (with their own teaching style).

There may be only one group for a course which is in low demand. Highly sought after classes usually have several parallel groups, between which students can choose freely.

Upon course registration, you can select the group(s) and also set priorities if you choose more than one possible time/group.

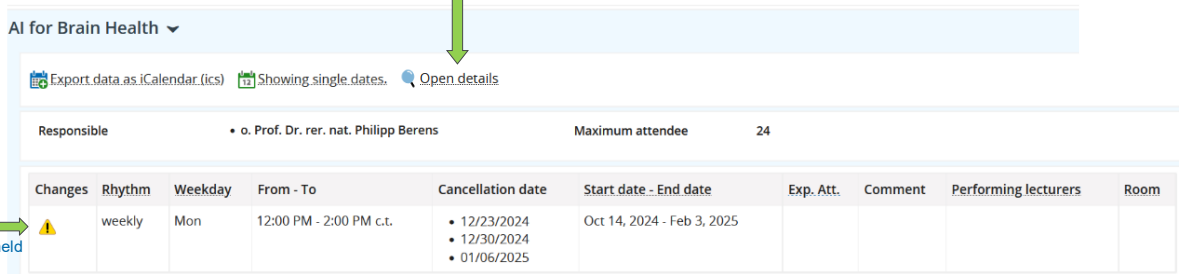
Alma · Class view 1 – Events: Time, location, parallel groups



class hours (***not*** complete workload)

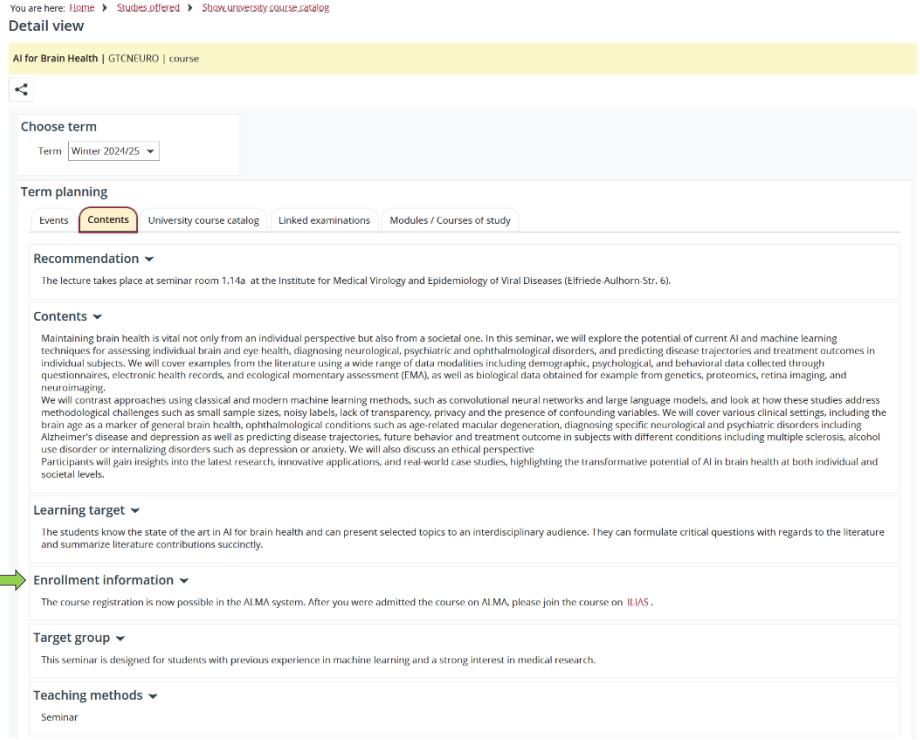
frequency: is this course offered every semester, every second semester, or irregular/just once?

group details
Sometimes the course details of a specific **parallel group** will differ from the standard set on the course page, e.g., regarding literature or teaching format.
In this case, you can access the information for that specific group here.



„Warning" icon
indicates that the class will not be held every week, e.g., due to holiday

Alma · Class view 2 – Contents:
Enrollment information, class details, target groups, and more



In many courses, you will not only have to enroll on Alma, but also on a **learning platform** (mainly ILIAS or Moodle).
Sometimes, signing up on the learning platform will even be the only registration required for a course. Other courses will use this field for information about registration deadlines or special provisions, like enrollment via mail, and the appropriate address.

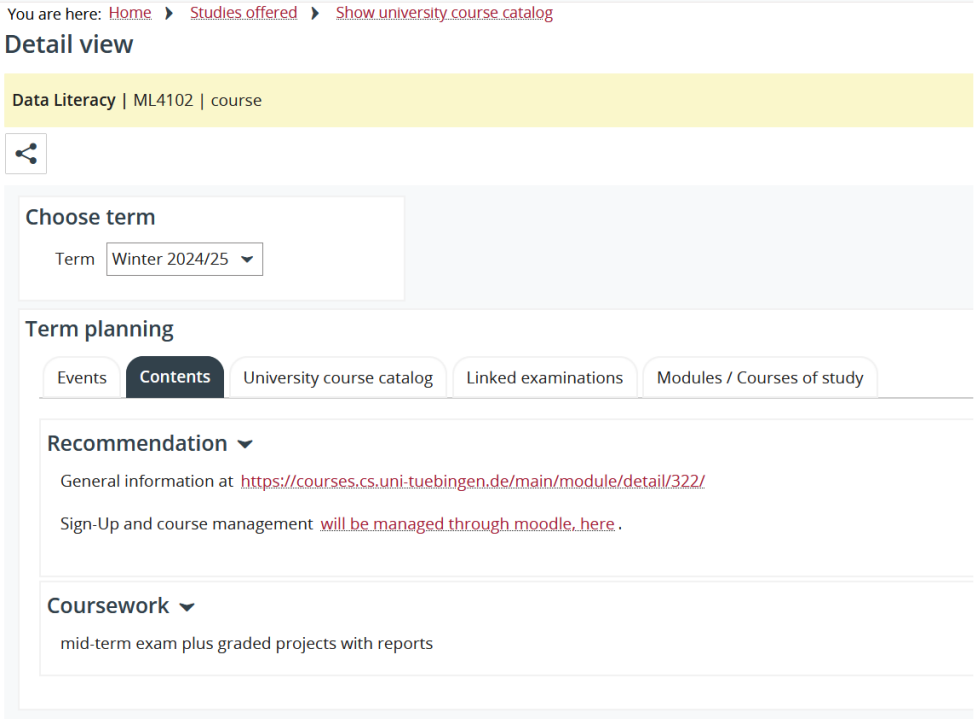
While the fields of a „Contents" page in Alma are structurally standardized, many departments do not make use of all of them. Therefore, **the contents of this page can vary greatly**.

Important details to (possibly) find here are, e.g., information on:

- course literature
- obligatory coursework
- the learning platform employed
- a separate, dedicated course website
- ECTS distribution
- registration formalities
- participation requirements

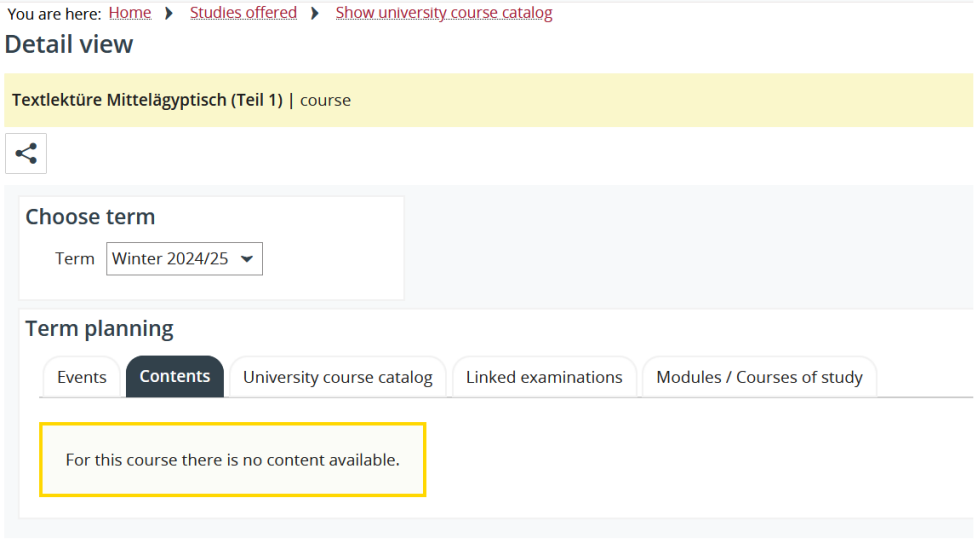
The „**recommendation**" field is often used to convey general or miscellaneous information that does not fit well into another category.

Alma · Class view – Content variation 1



Not only when another platform is used for registration, the information on Alma can sometimes be quite meager…

Alma · Class view – Content variation 2



…or even completely nonexistent

Please note:

- **No information** for one or several elements or details does ***not*** mean that the course will not be held.
- At least **course dates** (and ideally, the location/room) should, however, be displayed on the "Events" page.
- **For any inquiry about a specific course**, look up the responsible academic staff member(s) on the „Events“ page to contact them.
- If there is no responsible person mentioned on that page, turn too your departmental program advisor.

Degree program regulations –
The formal framework for your studies

Degree program documents 1: Exam regulations

- Two parts: **General Provisions** („Allgemeiner Teil“) and **Special Provisions** („Besonderer Teil“)
- General Provisions: Usually apply to *more than one* degree program
- Special Provisions: Usually apply to *only one* degree program (or a few exceedingly similar ones)
- Streamlining of exam regulations occurred only recently. Thus, not all regulations share parallel structures and content. Particularly, with streamlining, some elements were shifted from General to Special Provisions.
- Most of the most essential elements (like exam deadlines) should also be contained in the module handbooks, but, depending on their age, this might not always be the case.

Exam regulations

Exam regulations are important:

- In case of formal problems, questions, or conflicts
- To look up the legally binding aspects of your program in detail
- For information on the „numerical“ parameters of the program (repeat attempts, deadlines, grading…)

⇨ For all „sensitive“ matters, the exam regulations provide the most in-depth information (the module handbook will be a good source for more „common“ aspects of a program).

Exam regulations are also surpassingly „German“, i.e., dry, factual, and in an administrative legalese which can be difficult to read even for German native speakers. Still, it is highly recommended to read through them at least once or twice (possibly with the help of a translation service, if not available in English), and particularly to peruse them in case of problems and before exams.

Exam regulations

Exam regulations contain, among other things:

- *required modules* to pass „main“ exams of a study program, like orientation exam and intermediate exam, if the program includes these (not all do).
- *language requirements*
- *thesis requirements* and *thesis registration formalities*
- exams and deadlines
- *consequences of failure* in exams, possible *repeat attempts*
- *consequences* of withdrawing from, neglectfully not attending, and deceiving in an exam
- *grading schemes* and *grade calculation*

Exam regulations: Exercise (10 min)

Using the exam regulations of your programs (provided they are either in English or you can understand German)

Find the following information:

1. What is the **maximum number of repeat attempts** specified for (failed) exams, not including the final degree exam?

2. Is there a **fixed deadline for graduation** (aka ”maximum period of study”/”maximum number of semesters”), and if yes, what is it?

… and, only if you have much time left:

3. Are **any of the possible “central” exams** before graduation (e.g., orientation exam, intermediate exam) a part of your program?

Degree program documents 2: Module handbook

Module handbooks (MHBs) provide information on the specifics of your program, regarding modules, their content, and overall program structure.

MHBs will usually contain:

- *Basic information* (full text) about the respective program: goals, structure, credits etc.
- One or more *model degree plans* (diagrams), displaying the complete curriculum and its individual modules, often ordered according to (recommended or obligatory) semesters.
- *Detailed descriptions* (table-form) *of every module* in the program, including module components (individual classes and their types), workload, examinations, grading, ECTS, learning targets, course frequency, and more.

⇨ Please note: MHBs do *not* make exam regulations obsolete; they complement them.

Module handbook:
Example:
Machine Learning module

Structuring and Organizing Your Studies

The Examination Regulations, §3 (Structure), provides details on how to structure the studies in the Master's Program Machine Learning over four semesters. Overall, the program requires 120 credit points to be obtained. More information on modules and types of courses can be found within this module handbook. Figures 1-3 below show examples of study plans as examples of how one may organize one's studies; the ability to freely combine modules within areas of studies ensures that a wide range of studies plans are viable.

For students who plan to spend a semester abroad we recommend to do this in the third semester.

1st. Semester	2nd. Semester	3rd. Semester	4th. Semester
Deep Learning	Statistical Machine Learning	Practical Machine Learning	Master thesis
Data Literacy		Numerical Algorithms of ML	
Mathematics of ML	Probabilistic Inference and Learning	Seminar ML	
	Convex and Nonconvex Optimization	Interactive Theorem Proving	
Algorithms and Complexity	Efficient ML in Hardware	Reinforcement Learning	
30 LP	30 LP	30 LP	30 LP

		ECTS
ML-FOUND	Foundations of Machine Learning	24
ML-DIVERSE	Diverse Topics of Machine Learning	36
ML-CS	General Computer Science	18
ML-EXP	Expanded Perspectives	12
Thesis	Master thesis	30

Figure 1: Study plan with focus on theory

Module handbook:
Example:
Machine Learning module

Module Number:	Module title		Module
ML-4103	Deep Learning		Lecture with tutorials
ECTS	6		
Work load			
- Contact time	Work load	Class time	Self-Study
- Self study	180 h	60 h / 4 CH	120 h
Lecture type	Lecture with tutorials		
Duration	1 semester		
Frequency	Regularly once a year		
Language of instruction	English		
Type of Exam	Written exam (in case of a small number of participants: oral exam)		
Content	Within the last decade, deep neural networks have emerged as an indispensable tool in many areas of artificial intelligence including computer vision, computer graphics, natural language processing, speech recognition and robotics. This course will introduce the (practical and theoretical) principles of deep neural networks and give an overview over the most established training and regularization techniques. The lecture will further discuss the most important network variants, including convolutional neural networks, generative neural networks, recurrent neural networks and deep reinforcement learning. Furthermore, the course will give an overview over the most important architectures (hourglass networks, skip connections, dense connections, dilated convolutions, permutation invariant networks, siamese networks, etc.). In addition, applications from various fields will be presented throughout the course. The tutorials will deepen the understanding of deep neural networks by implementing, training and applying them using modern deep learning frameworks.		
Objectives	Students gain an understanding of the theoretical and practical concepts of deep neural networks including optimization, inference, architectures and applications. After this course, students should be able to develop and train deep neural networks, reproduce research results and conduct original research in this area.		

Module handbook:
Example: Machine Learning – requirements

(still ML-4103)

Requirement for Credit Points / Grade		Type of Class	Status	CH	CP	Type of Exam	Duration of Exam	Evaluation	Calculation of Module (%)
	Lecture	L	o	2	3	wt/ot	90	g	100
	Tutorial	T	o	2	3				
Usability (modules)	Foundations of ML;								
Requirement for participation	Basic math (linear algebra & analysis, probability and information theory) and coding knowledge (variables, functions, loops, classes, algorithms). Experience in Python is recommended.								
Lecturer	Geiger, Zell								
Literature	Related literature will be listed throughout the lecture.								

Module handbook:
Module tables – legend/key

Please note that the abbreviations used in a specific module handbook may either be **based on their respective English** or **German term** (always either…or; they are never mixed).
Thus, e.g. an ungraded assessment will either be abbreviated as “ub” (German: “unbenotet”) or “NG”/”ng” (not graded).
In the picture to the right, the upper table contains the English-based, the lower table the German-based abbreviations.

Legend	
Type of Evaluation:	G = graded; NG = not graded (pass/fail) NE = no exam
Type of Exam:	WE = Written Exam; THE = Take-Home Exam; OE = Oral Exam; TP = Term Paper; P = Presentation; T = Thesis
Duration:	duration of exam in *min*
CH:	Hours per week during the semester
Status:	O = obligatory; E = elective
Type of Class:	L = Lecture; S = Seminar; E = Exercise, WG = Work Group; T = Tutorial
CP:	Credit Points (ECTS Points)
n/a:	not applicable

Key	
Form of evaluation:	b = graded; ub = not graded (pass/fail); kP = no exam
Assessment type:	K = written exam; MP = oral exam; PA = project work; H = semester paper; R = presentation If several forms of examination are possible, they are listed one below the other. In the specific case, the lecturer decides on the actual form of examination for the event in question.
Duration:	Duration of the exam in minutes
Weighting:	In courses = weighting of the exam grade as part of module grade In modules = weighting of the module grade for the final grade
SWS:	Credit hours per week during semester (Semesterwochenstunden)
Status:	o = obligatory; f = facultative (not compulsory)
Class type:	VL = lecture; S = seminar; T = tutorial; Ü = exercise
LP:	Credit points (ECTS points)

Module Handbook:

Exercise (20 min):

- Using your module handbook, make a **rough draft of your first semester**: Which module components/courses would you have to take in your **first** (and, if there is time: second) **semester**?
- Please jot down the *generic* title (e.g. “seminar: introduction to [the respective subject/topic]”), its *module number*, the *type of class* (seminar, lecture, lab class…) and what *kind of exam* it has – if there is one – for each of the courses.

Semester planning – transfer to reality: Guiding questions and exercise

1. Guiding questions for semester planning
2. Plan your semester
3. Q & A

Guiding questions for semester planning

Which classes do I need to take, and when?

- Are there any classes which are already *overdue* in this semester?
- In general, which courses, or modules, are *mandatory* for ***this*** semester?
- Are there any classes which are required *soon*, but not necessarily in this semester, and thus may be postponed (because they are not obligatory for this specific semester and/or an impending exam with its respective deadline)?
- Are there any courses which will be *prerequisite* to take other (advanced) courses later?
  (And if yes, if I want to take those advanced classes in a certain semester, until what time at the latest will I have to have completed the required previous ones?)

Guiding questions for semester planning

What is (or should be) offered by the university for this stage in my studies?

- Check the module handbook for the parameters of the modules and courses appropriate (or mandatory) for the semester which are of particular interest to you, e.g.
  - class hours
  - content
  - credit points
  - overall workload
  - exam types
  - …

  ⇨ Are there courses any which fit your requirements (or interests) better than the rest?
- Are there *any courses for a later semester* which you could also *take now* (if you want to)?

Guiding questions for semester planning

„What do I, as a human being, need?“ – Self-care questions

- What is the **maximum study load** I think I can handle in this semester?
  - Consider not only class time, but *overall workload*.
    ⇨ In many programs, self-study time will exceed your hours in class many times over!

- Mind your **other obligations**, and **needs**:
  - Leave time for any side-jobs, voluntary work, care responsibilities (children, family…)
  - Do not skimp on time for basic living requirements: eating, sleeping, hygiene etc.
  - Time off for recreation is very important: sports, music, art, other hobbies, and *socializing*!

- Try to leave some space for unexpected difficulties – or time off when you really need it

It may be possible to dedicate (almost) your complete life to studying and exam prep for a few weeks. But to do this constantly will be dangerous to your health (*and* academic performance).

Semester planning: Transfer to reality

Wintersemester 2024/25

Kalenderpedia
Informationen zum Kalender

Oktober	November	Dezember	Januar	Februar	März
1 Di	1 Fr Allerheiligen	1 So 1. Advent	1 Mi Neujahr 1	1 Sa	1 Sa Holidays
2 Mi	2 Sa	2 Mo 49	2 Do	2 So	2 So
3 Do Tag der Dt. Einheit	3 So	3 Di	3 Fr	3 Mo Exam 3 6	3 Mo Rosenmontag 10
4 Fr	4 Mo 45	4 Mi	4 Sa	4 Di	4 Di
5 Sa	5 Di	5 Do	5 So	5 Mi	5 Mi
6 So	6 Mi	6 Fr	6 Mo Hl. Drei Könige 2	6 Do	6 Do
7 Mo 41	7 Do	7 Sa	7 Di Exam preperation	7 Fr	7 Fr
8 Di	8 Fr	8 So	8 Mi	8 Sa Lecture free time	8 Sa
9 Mi	9 Sa	9 Mo Presentation 2 50	9 Do	9 So	9 So
10 Do	10 So	10 Di	10 Fr	10 Mo 7	10 Mo 11
11 Fr	11 Mo 46	11 Mi	11 Sa	11 Di	11 Di
12 Sa	12 Di	12 Do	12 So	12 Mi Term paper	12 Mi
13 So End of lecture free time	13 Mi Presentation 1	13 Fr	13 Mo 3	13 Do	13 Do
14 Mo 42	14 Do	14 Sa	14 Di	14 Fr	14 Fr
15 Di	15 Fr	15 So	15 Mi	15 Sa	15 Sa
16 Mi	16 Sa	16 Mo 51	16 Do	16 So	16 So
17 Do	17 So	17 Di	17 Fr	17 Mo 8	17 Mo Buffer time 12
18 Fr	18 Mo 47	18 Mi	18 Sa	18 Di	18 Di term paper
19 Sa	19 Di	19 Do	19 So	19 Mi	19 Mi
20 So	20 Mi	20 Fr	20 Mo 4	20 Do	20 Do
21 Mo 43	21 Do	21 Sa Holidays	21 Di	21 Fr	21 Fr
22 Di	22 Fr	22 So	22 Mi	22 Sa	22 Sa
23 Mi	23 Sa	23 Mo 52	23 Do	23 So	23 So
24 Do	24 So	24 Di Heiligabend	24 Fr	24 Mo 9	24 Mo 13
25 Fr	25 Mo 48	25 Mi 1. Christmas	25 Sa	25 Di	25 Di
26 Sa	26 Di	26 Do 2. Christmas	26 So	26 Mi	26 Mi
27 So End of Summertime	27 Mi	27 Fr	27 Mo 5	27 Do	27 Do
28 Mo 44	28 Do	28 Sa	28 Di	28 Fr	28 Fr Deadline term paper
29 Di	29 Fr	29 So	29 Mi Exam 1		29 Sa
30 Mi	30 Sa	30 Mo 1	30 Do		30 So Beginning Summertime
31 Do Reformationstag		31 Di Silvester	31 Fr Exam 2		31 Mo 14

Angaben ohne Gewähr

Semester planning: Transfer to reality

1. Put in semester time and lecture-free periods

2. Check on dates and deadlines for:

- homework
- self study
- essays – assignments
- thesis and exams

3. Plan on free time and holidays

Transfer to reality:

How do I plan my week?

17 SWS

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag	Sonntag
7							
8	Uni Lacture						
9	Uni Lecture						
10	Uni Seminar		Uni Lecture	Uni Lecture	Uni Tutorial		
11	Uni Seminar		Uni Lecture	Uni Lecture	Uni Tutorial		
12							
13							
14	Uni Tutorial	Uni Seminar	Uni Seminar				
15	Uni Tutorial	Uni Seminar	Uni Seminar				
16					HOBBY		
17					HOBBY		
18		Uni Language class					
19			HOBBY				
20			HOBBY				
21							
22							

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag	Sonntag
7							
8	Uni			Study time	Study time		
9	Uni	Study time	Study time	Study time	Study time		
10	Uni	Study time	Uni	Uni	Uni	Study time	
11	Uni	Study time	Uni	Uni	Uni	Study time	F
12		Study time					R
13			Study time	Study time	Study time		E
14	Uni	Uni	Uni	Study time	Study time		E
15	Uni	Uni	Uni	Study time			
16	Study time	Study time	Study time		HOBBY		
17		Study time	Study time		HOBBY		
18		Uni					
19			HOBBY				
20			HOBBY				
21							
22							

39 hours

		Dienstag	Mittwoch	Donnerstag	Freitag	Samstag	Sonntag
7							
8				Study time	Study time		
9				Study time	Study time		
				Uni	Uni	Study time	
					Uni	Study time	F
							R
							E
							F
15	Uni						
16	Study time	Study					
17		Study time					
18		Uni					
19			HOBBY				
20			HOBBY				
21							
22							

How long do you think you can concentrate at a stretch?

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag	Sonntag
7							
8	Uni		Exam preparation	Study time	Study time		
9	Uni	Study time	Study time	Study time	Study time		Exam preparation
10	Uni	Study time	Uni	Uni	Uni	Study time	Exam preparation
11	Uni	Study time	Uni	Uni	Uni	Study time	Exam preparation
12		Study time				Buffer – Study time	Exam preparation
13			Study time	Study time	Study time	Buffer – Study time	
14	Uni	Uni	Uni	Study time	Study time	Buffer – Study time	
15	Uni	Uni	Uni	Study time			
16	Study time	Study time	Study time		HOBBY		Buffer – Exam preparation
17		Study time	Study time		HOBBY	Exam preparation	Buffer – Exam preparation
18		Uni				Exam preparation	Buffer – Exam preparation
19	Exam preparation		HOBBY	Exam preparation			
20	Exam preparation		HOBBY	Exam preparation			
21							
22							

53 hours

Semester planning: Transfer to reality

Your profession is student

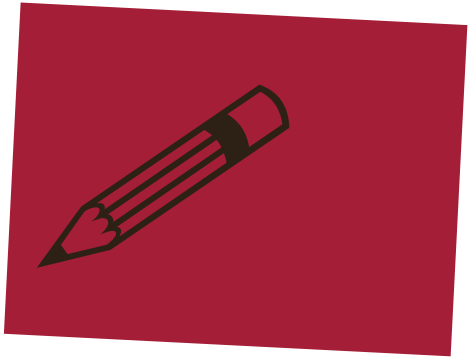
The university assumes that you work 40 hrs per week for your studies.

- If you have to finance your studies yourself and work, or if you have children or dependents to care for, you will have to reconcile several "jobs".
- Like anyone who works, you have a right to free time in addition to work.
  - Free time can usually be better enjoyed when the targeted workload for the day/week has been met.
  - Tip: Use university as a "place of work" and home as a "place of leisure“

Semester planning: Transfer to reality

Plans must be updated at all times!

- It is completely normal that the originally conceived planning cannot be implemented 1:1. Something can always come up, and in the beginning you also lack planning experience. If you do not update the plans, this can easily lead to frustration.
- The most important planning principle is writing.



Exercise:
Planning and organizing your semester with Alma (15min)

Plan the semester start (1/2):

- Check your program and current state of studies: Are there any special conditions? (approaching exams/deadlines, additional requirements like learning a foreign language…)

- Find your degree program on Alma (and the correct "version")

- Use your draft of the abridged study plan from the previous exercise and make note of the modules/courses you have to take

Exercise:
Planning and organizing your semester with Alma (15min)

Plan the semester start (2/2):

- Check the courses offered in Alma – which ones “fit” your plan?
- Considering the "guiding questions", select the courses compatible with your draft, interests, and personal schedule.
- If course dates clash, can you postpone one of them? Is there the option to prioritize a course or a parallel group during registration?

THANK YOU FOR YOUR ATTENTION AND PARTICIPATION

Now:

Q & A

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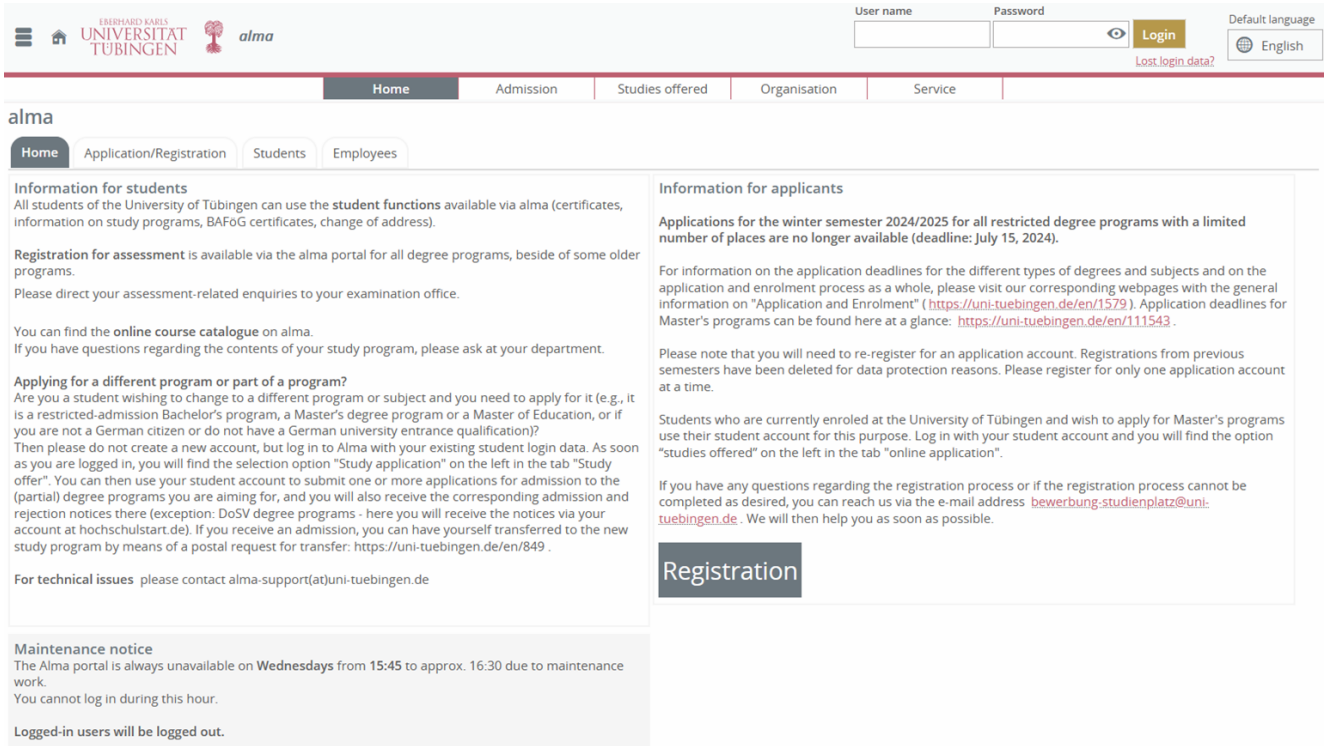
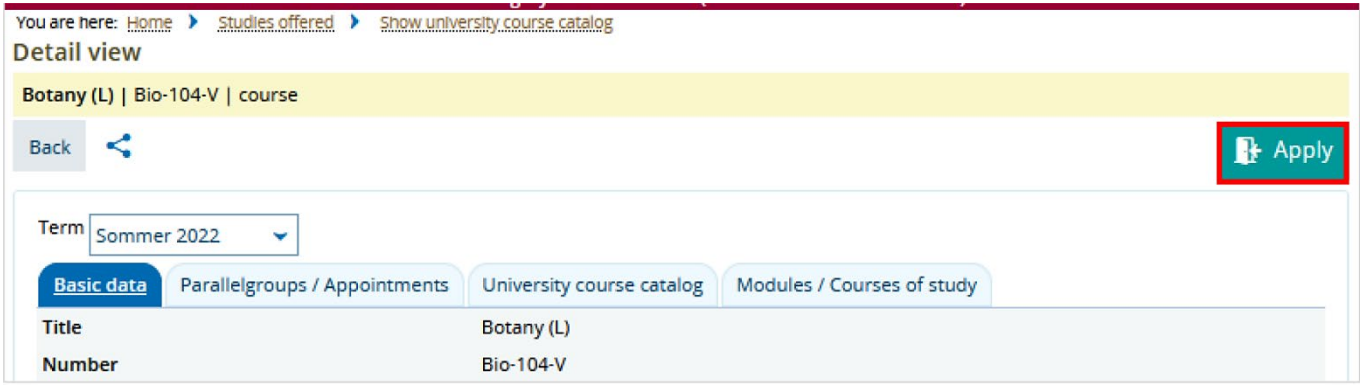
Supplement: Course registration on Alma

Supplement: Course registration on Alma



Alma · Course registration 1: only one date and time ("parallel group")



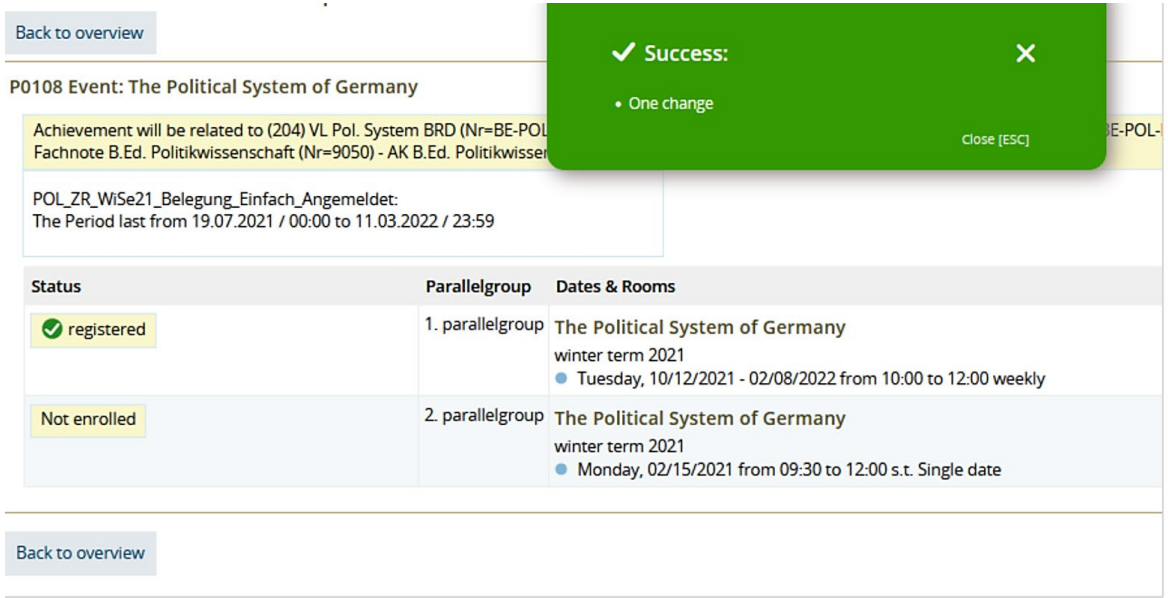
- Particularly for „smaller“, not that much sought after, courses, there will be often only one date and time scheduled for class.
- In this case, registration is very straightforward, via the „Apply“-button.

Please note that registration alone will ***not*** automatically grant you a place. The academic staff responsible for the course will also have to **admit** you. (This applies to all registration processes on Alma.)

Alma · Course registration 2: several parallel groups

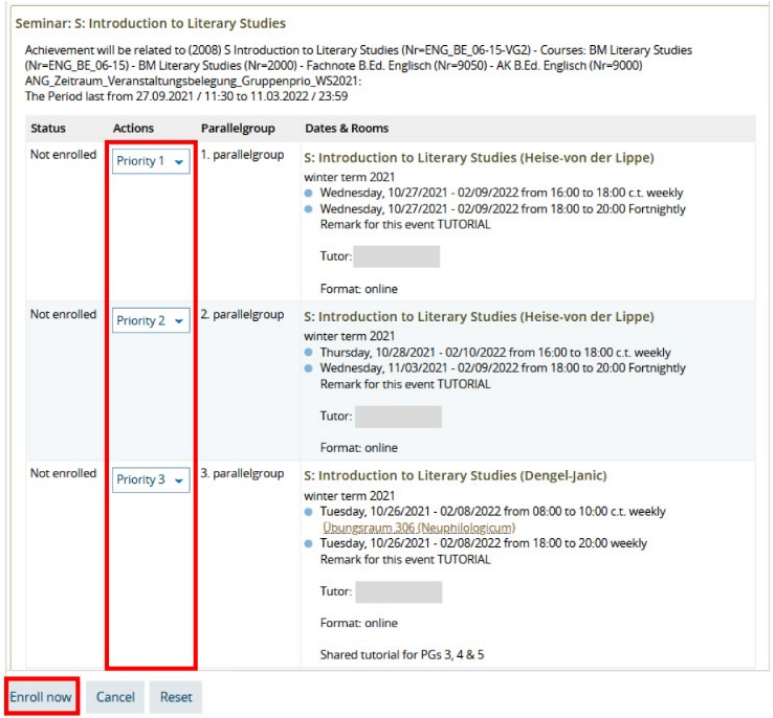
If a course has more than one parallel group (e.g. with different days and times, and/or lecturers), you can choose the group you want to register for.

Alma · Course registration 3: registration result



In both cases, after successful registration, you will receive an immediate confirmation.

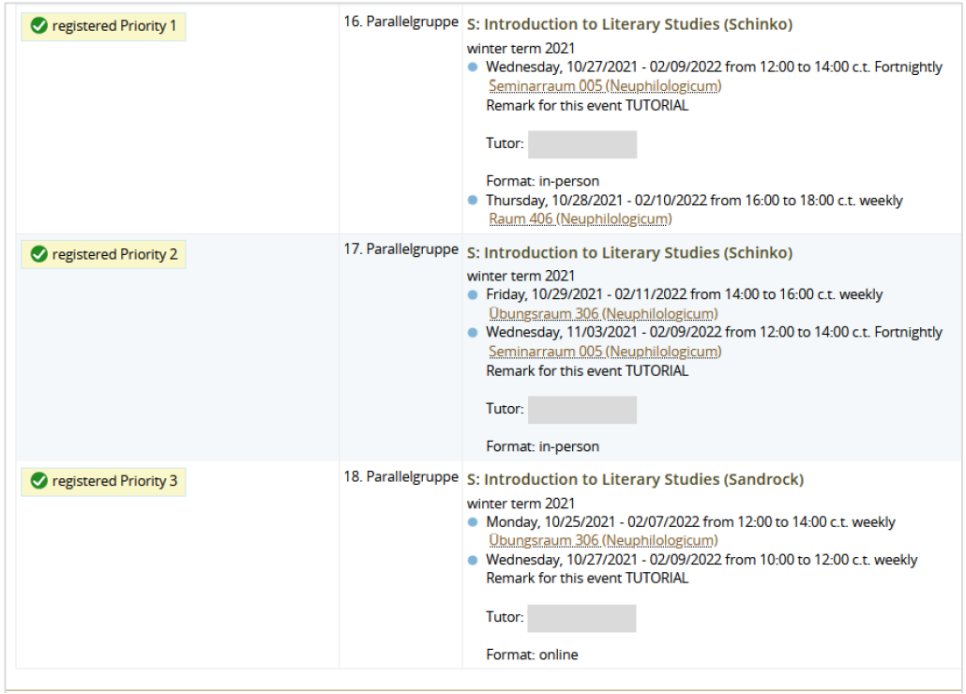
Alma · Course registration 4: prioritization in parallel groups 1



- For some courses you may be able to **select your favorite "version"** (e.g. based on date and time, or lecturer).
- To do this, you must assign **priorities** (1 = favorite, 2 = second favorite, etc.) via the „Actions“ dropdown-menu
- Afterwards, confirm/apply via the „**Enroll now**“ button.
- In this case, you will have to assign at least „priority 1“ to one alternative to be able to register.

⇨ **The more priorities you assign, the better will be your chances to be admitted to the course.**

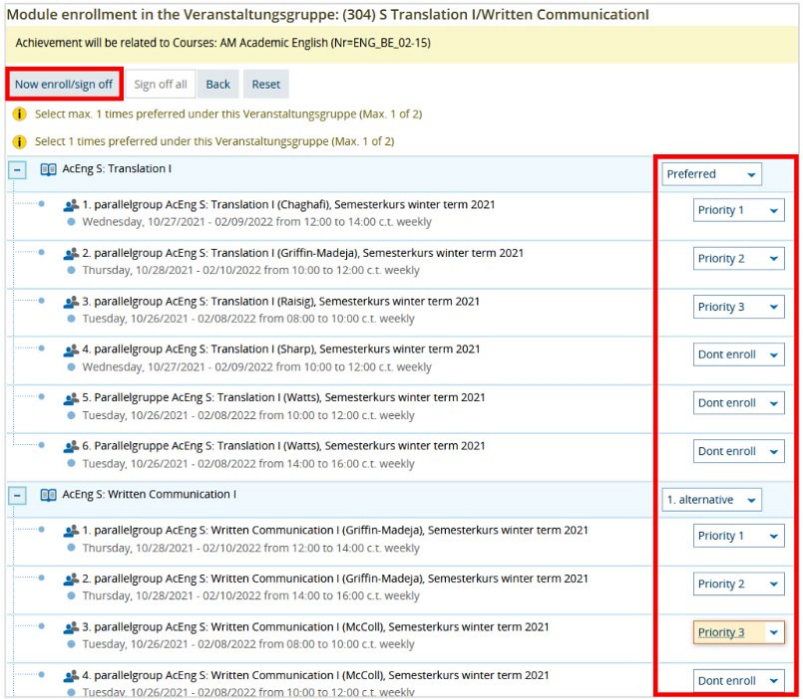
Alma · Course registration 5: prioritization in parallel groups 2



registered Priority 1	16. Parallelgruppe	**S: Introduction to Literary Studies (Schinko)** winter term 2021 • Wednesday, 10/27/2021 - 02/09/2022 from 12:00 to 14:00 c.t. Fortnightly Seminarraum 005 (Neuphilologicum) Remark for this event TUTORIAL Tutor: Format: in-person • Thursday, 10/28/2021 - 02/10/2022 from 16:00 to 18:00 c.t. weekly Raum 406 (Neuphilologicum)
registered Priority 2	17. Parallelgruppe	**S: Introduction to Literary Studies (Schinko)** winter term 2021 • Friday, 10/29/2021 - 02/11/2022 from 14:00 to 16:00 c.t. weekly Übungsraum 306 (Neuphilologicum) • Wednesday, 11/03/2021 - 02/09/2022 from 12:00 to 14:00 c.t. Fortnightly Seminarraum 005 (Neuphilologicum) Remark for this event TUTORIAL Tutor: Format: in-person
registered Priority 3	18. Parallelgruppe	**S: Introduction to Literary Studies (Sandrock)** winter term 2021 • Monday, 10/25/2021 - 02/07/2022 from 12:00 to 14:00 c.t. weekly Übungsraum 306 (Neuphilologicum) • Wednesday, 10/27/2021 - 02/09/2022 from 10:00 to 12:00 c.t. weekly Remark for this event TUTORIAL Tutor: Format: online

Your registration and prioritization will be confirmed in the "**Status**" field after "enrolling" successfully.
(Here, as in the other scenarios, with actual admission to the course by the lecturers still pending).

Alma · Course registration 6: prioritization and alternative courses in a group

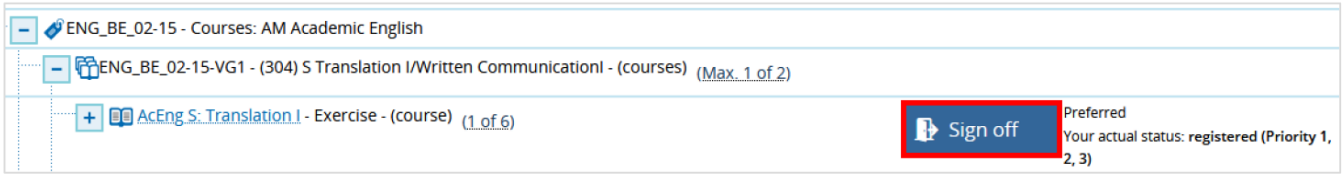


A similar procedure applies if there are ***multiple alternative* courses** in a ***group of modules or courses (e.g. electives)***, of which you have to take a certain number:

- The exact number of courses you can or have to take, as well as the parameters for assigning preference to a course (in this case: once, both at most and at least), will be displayed above the list of possible courses.
- From the list, you will have to specify (complete) courses as **preferred** ones or **alternatives** (where possible, also with preference level, i.e. 1st alternative, 2nd alternative…).
- Should there also be multiple parallel groups for the chosen courses, you will also have to assign priorities there.
- Registration is done via the "Now enroll/sign off"-button.

Please note that this view might only be available in the (program- and student-specific) "Study Planner" function of Alma, and not via the "normal" course catalogue.

Alma · Course registration 7: De-registering from a course



- You can de-register/sign off from courses you have registered for and cannot or do not want to attend.
- To do this, you will have to use the „Sign off“ button.
- Next to the button, your current registration status is displayed, together with additional information on possible details about your preference and/or course prioritization. Here: registered for one course as preferred option, and for three parallel groups of that class.

- In this view, additional information about possible course access is also given, written next to the course titles (here: how many courses/parallel groups from a specific "collection" (parallel groups of a single class, or course alternatives within a module or sub-group) you may attend).

⇨ **Please note that this view and way to de-register may also only be available in the „Study Planner“ function of Alma.**