

Exam Registration and Deregistration - via the Application „Interdisciplinary Exam Registration/ Deregistration“



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

These instructions describe how to register and deregister for exams in the areas of interdisciplinarity, teaching import and key qualifications.

Contents

1. [Registration for an exam](#)
2. [Deregistration from an exam](#)

1. Registration for an exam

1. After logging in to heiCO, click on the application „Interdisciplinary Exam Registration/Deregistration“ on your personal desktop (see fig. 1).

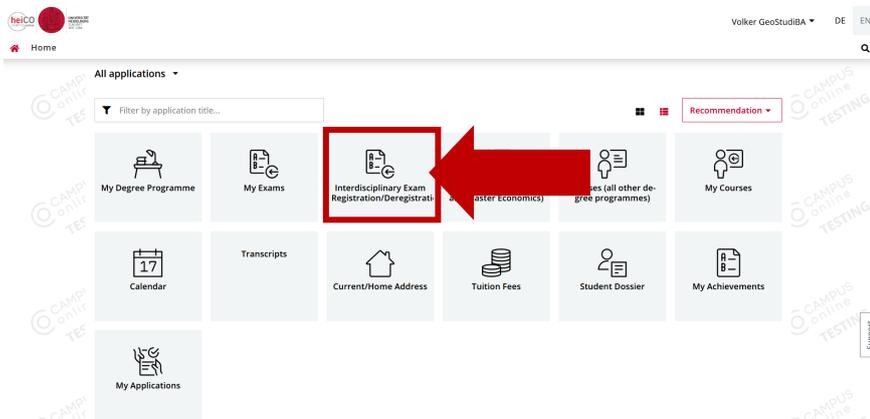


Fig. 1

2. Search for the exam you want to register for using the drop-down menu under „Curriculum“ or by entering the title of the course in the search bar (see fig. 2). Click on the button „Go to exam registration“ to start the registration.

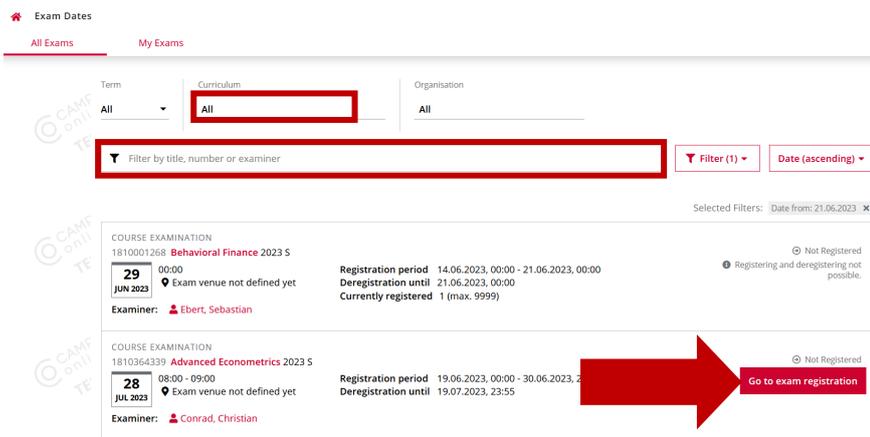


Fig. 2

3. In the overview you will find even more details on the selected examination date (see fig. 3). First select the desired degree programme for which the examination is to be credited. Then click on „Register“.

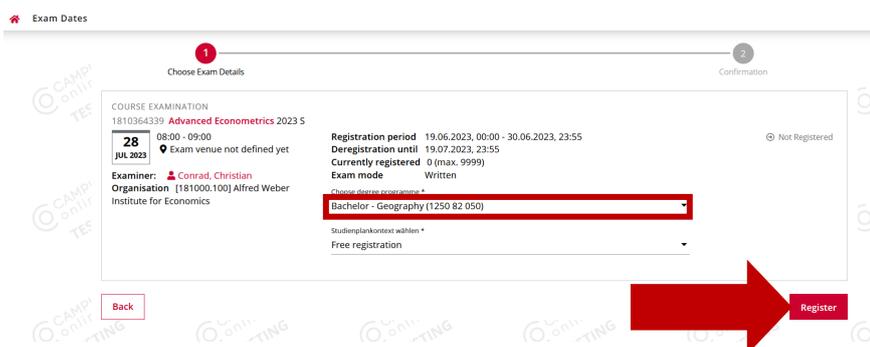


Fig. 3

2. Deregistration from an exam

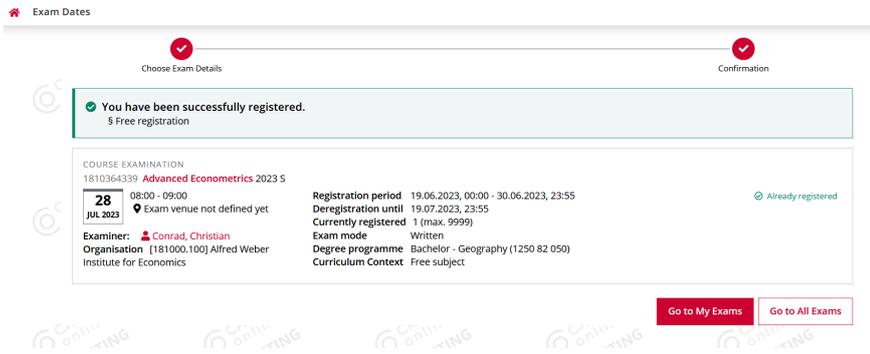


Fig. 4

4. You will now receive a message from the system that your registration has been successfully completed (see fig. 4).

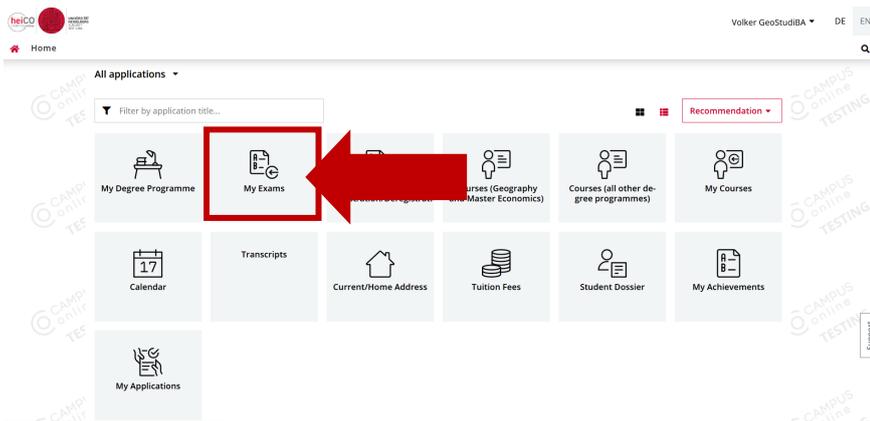


Fig. 5

5. Under „My Exams“ (see fig. 5) you can not only see all the exams you have registered for, but you can also deregister from an exam here, provided the deregistration period has not yet passed.

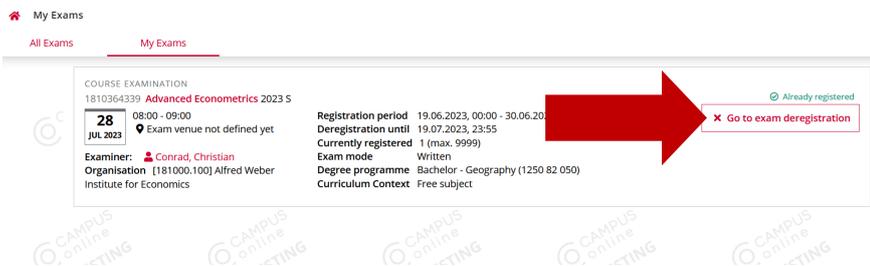


Fig. 6

6. Click on „Go to exam deregistration“ to deregister from the selected exam (see fig. 6).

7. Confirm your deregistration by clicking on „Deregister“ (see fig. 7).

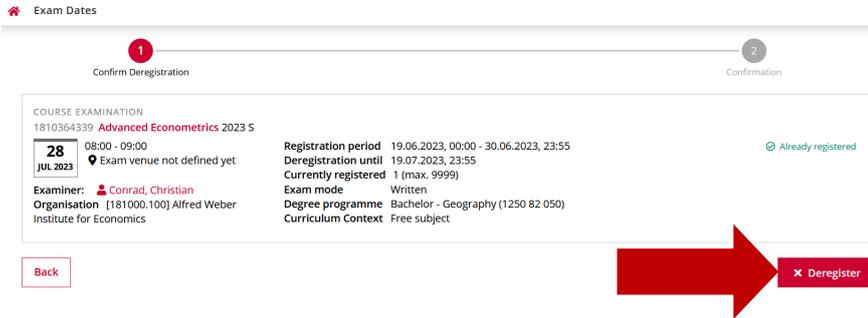
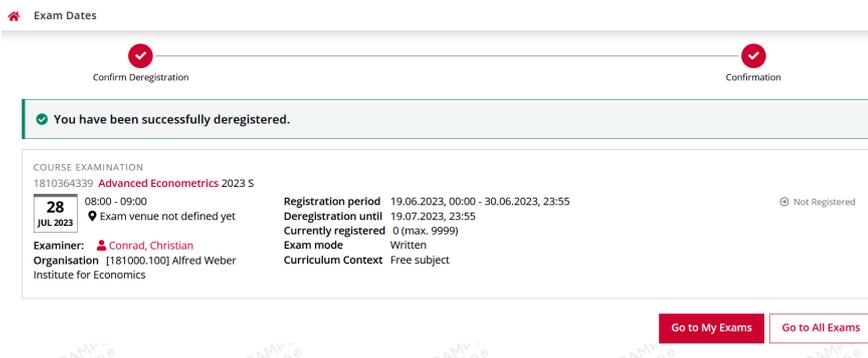


Fig. 7



8. You will then receive a message from the system that your deregistration has been successfully completed (see fig. 8).

Fig. 8