Exam Registration and Deregistration - via the Application "My Degree Programme"





UNIVERSITÄT HEIDELBERG

ZUKUNFT

SEIT 1386

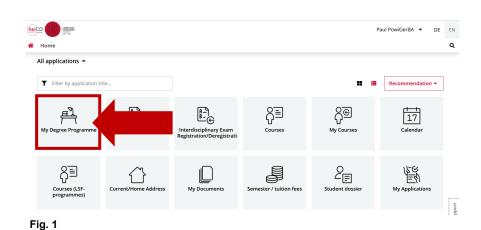
Note: The prerequisite for the path described here is that you see the application "My Degree Programme" on your desktop. If this is not the case, please use the instructions "Interdisciplinary Exam Registration and Deregistration". You can find the instructions <u>here</u>.

Contents

- 1. Registration for an exam
- 2. Deregistration from an exam or changing the exam date

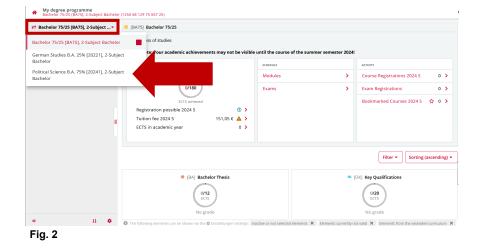


1. Registration for an exam



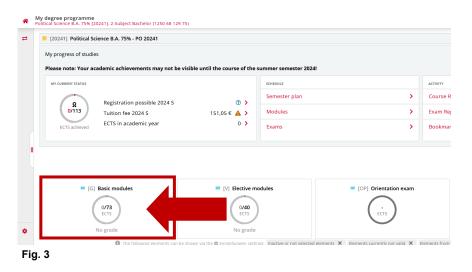
 After logging in to heiCO, click on the application "My Degree Programme" on your personal desktop (see fig. 1).

You can find more detailed information on "My Degree Programme" <u>here</u>.



2. If you are studying a multiple subject degree program, you will first see the bracket containing the Key Qualifications and, for example, the Bachelor's thesis.

At the top left, click on the degree program in which you would like to take an exam.



3. Choose the module in which you want to take an exam from the modules shown below in tile form (see fig. 3).

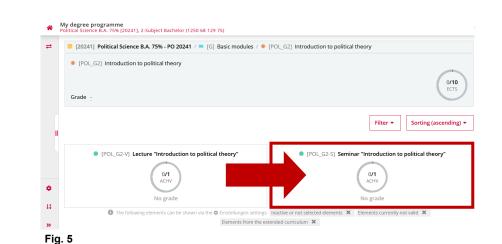


4. Click on the module node (see fig.
 4) in which you want to take an exam.

 [POL_G3] Introdutction to the political system of the Federal Republic of Germany and the EU

> 0/10 ECTS

No grade



IPOL G21 Introduction to political theory

0/10 ECTS

My degree programme Political Science B.A. 75% [20241], 2-Subject Bachelor (1250 68 129 75)

POL G11 Introduction to political science

0/13 ECTS

[G] Basic modules

Grade

E [20241] Political Science B.A. 75% - PO 20241 / E [G] Basic modules

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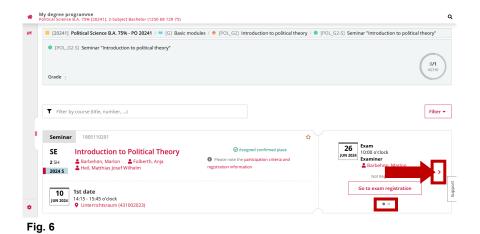
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» Fig. 4

5. Click through the different hierarchy levels to the course in which you want to register for an exam (see fig. 5).



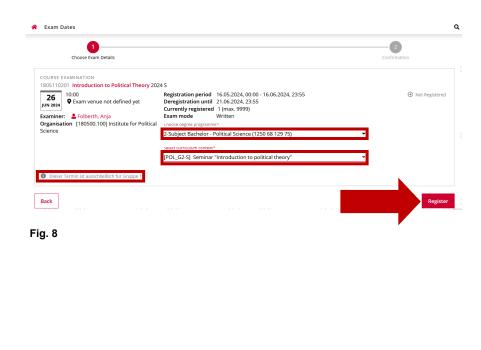
6. You can now see the available courses and exams for which you can register via heiCO (see fig. 6).

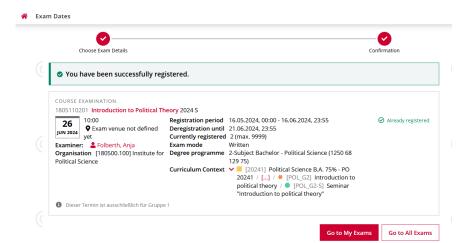
If there are several exam dates with different examiners or exam modalities, as in the example here, you can recognize this by the dots below the "Go to exam registration" button. Click on the arrow on the right to view the other exam dates.



7. Select the desired date by clicking on the "Go to exam registration" button (see fig. 7) to start the registration process.

| [20241] Po | litical Science B.A. 75% - PO 20241 / 💻 [G] Basic modules / 🏶 [POL_G2] Inte | roduction to political theory / ● [POL_G2-S] Seminar "Introduction to poli | tical theory" |
|----------------|---|--|---------------------------|
| [POL_G2- | 5] Seminar "Introduction to political theory" | | |
| | | | (|
| Grade - | | | |
| | | | |
| Filter by | course (title, number,) | | Γ |
| | | | L |
| Seminar | 1805110201 | \$ | |
| SE | Introduction to Political Theory | Assigned confirmed place | 26 Exam 10:00 o'clock |
| 2 SH 2024 S | 🛓 Barbehön, Marlon 🔹 Folberth, Anja 🔹 Heil, Matthias Josef Wilhelm | Please note the participation criteria and registration information | Examiner & Folberth, Anja |
| 2024 5 | | | Not Registered |
| | st date | | Go to exam registration |
| | 4:15 - 15:45 o'clock Unterrichtsraum (431002023) | | |





8. In the overview you will find even more details on the selected examination date (see fig. 8).

Please check the chosen degree programme and the curriculum context. If necessary select a different degree programme or curriculum context in the drop-down-menu. Please also pay attention to the info text at the bottom left, if available.

Then click on "Register".

Please note: If you want the exam to be credited as a cross-curricular competence (Key Qualifications), you must select the bracket under "Choose degree programme" and the option "Free registration" under "Select curriculum context".

9. You will now receive a message from the system that your preliminary registration has been successfully completed (see fig. 9). The prerequisites for the exam will be checked later. If you do not meet the exam requirements, you will be deregistered and informed of this by e-mail.



2. Deregistration from an exam or changing the exam date



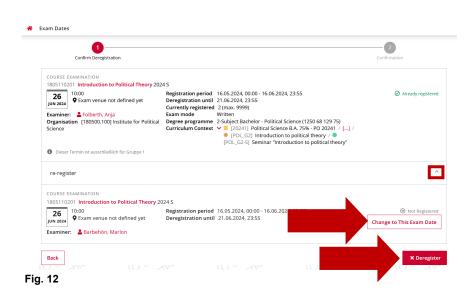
heiCO -OPELED Paul PowiGerBA 🝷 DE EN ۹ * Home All applications 👻 T Filter by application title Recommendation + ₽<u></u> ဂိုၔ ₽ ₽-€ βΞ 17 My Degree Pr My Exam My Courses Calenda ĥ ł 2 賢 \bigcirc Courses (LSF-programmes t/Home Addr My Documents er / tuition fees Student dossie My Applications port Fig. 10

10. Under "My Exams" (see fig. 10) 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.

- Q * My Exams All Exams My Exams COURSE EXAMINATION ⊘ Already registered 1805110201 Introduction to Political Theory 2024 S 10:00 Registration period 16.05.2024, 00:0 × Go to exam deregistration 26
 P Exam venue not defined
 Deregistration until
 21.06.2024, 23:5

 yet
 Currently registered
 2 (max. 9999)
 JUN 2024 Examiner: La Folberth, Anja Exam mode Written Organisation [180500.100] Institute for Political Science Degree programme 2-Subject Bachelor - Political Science (1250 68 129 75) □ [20241] Political Science B.A. 75% -PO 20241 / [...] / ♥ [POL_G2] Curriculum Context 🗸 Introduction to political theory / • [POL_G2-S] Seminar "Introduction to political theory" Dieser Termin ist ausschließlich für Gruppe 1
- 11. Click on "Go to exam deregistration" (see fig. 11).

Fig. 11



12. Confirm your deregistration by clicking on "Deregister" (see fig. 12).

You will then receive a message from the system that your deregistration has been successfully completed.

If you want to register for a different exam date, click on the arrow on the right in the "re-register" line. Then click on "Change to This Exam Date".

Please note: A change of the exam date is only possible if the examiner is identical to the lecturer of your course group.



13. You will be shown the other exam date. Click on "Re-register" to complete the process (see fig. 13).

| 1 Confirm Re-Registration | | 2 Confirmation |
|--|---|-------------------|
| COURSE EXAMINATION 1805110201 Introduction to Political Theory 2024 S | | |
| 26 JUN 2024 yet Examiner: Barbehön, Marlon Organisation (180500.100) Institute fo Political Science | Currently registered 0 (max. 9999) Exam mode Written | ④ Not Registere |
| Back | | Re-regist |

Fig. 13