

Exam Registration and Deregistration - via the Application „My Degree Programme“



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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 [here](#).

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1. Registration for an exam

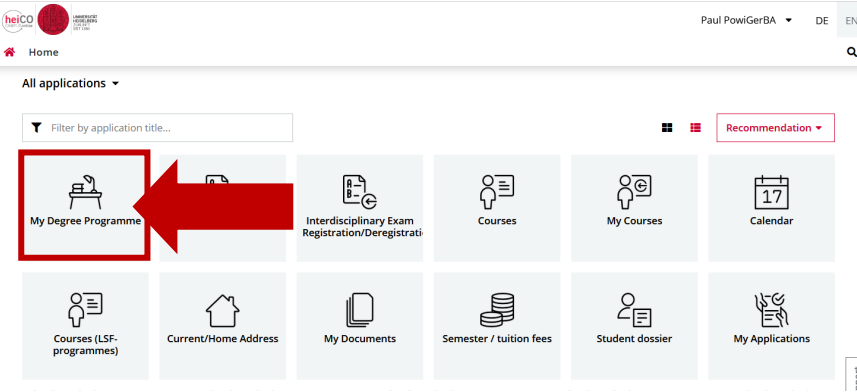


Fig. 1

1. 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“ [here](#).

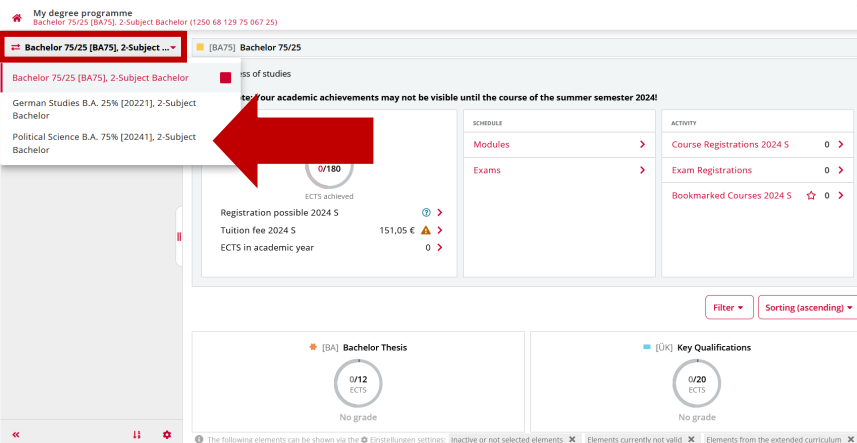


Fig. 2

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.

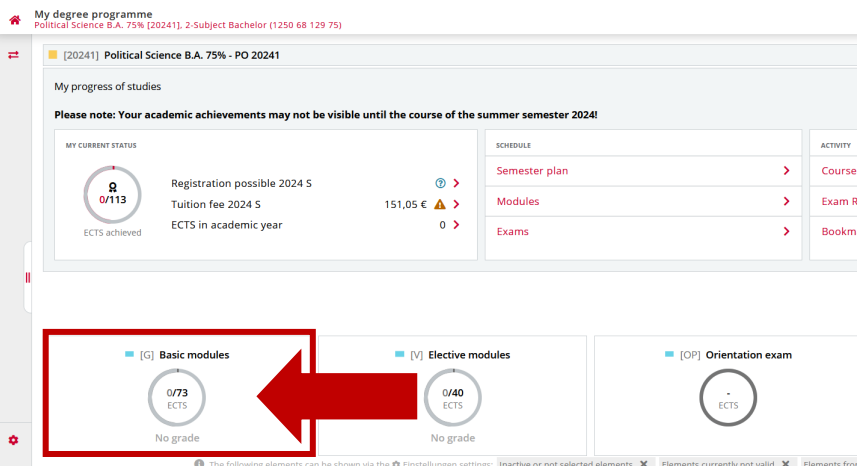


Fig. 3

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

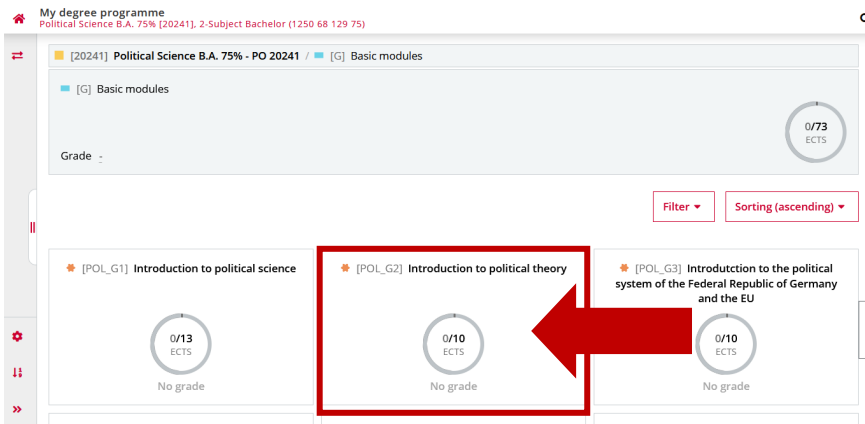


Fig. 4

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

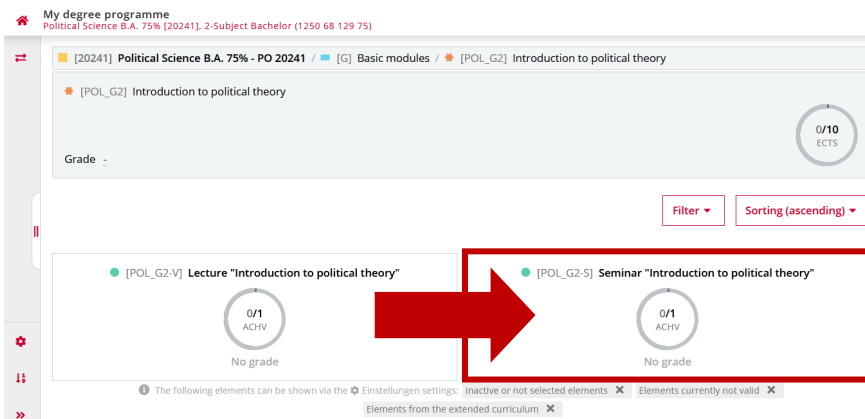


Fig. 5

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

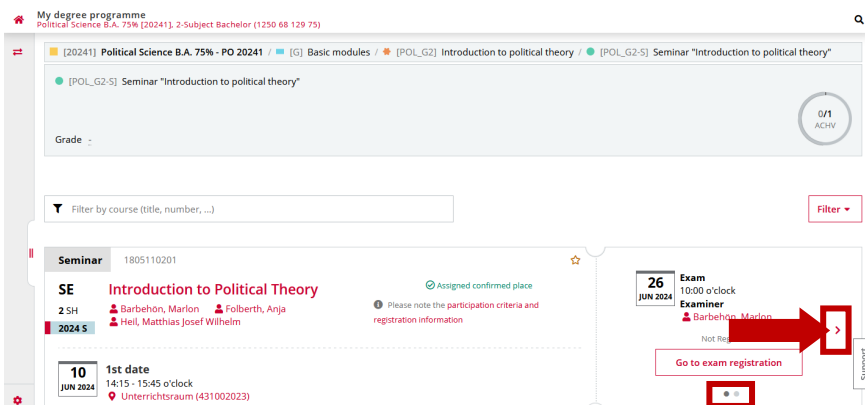


Fig. 6

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.

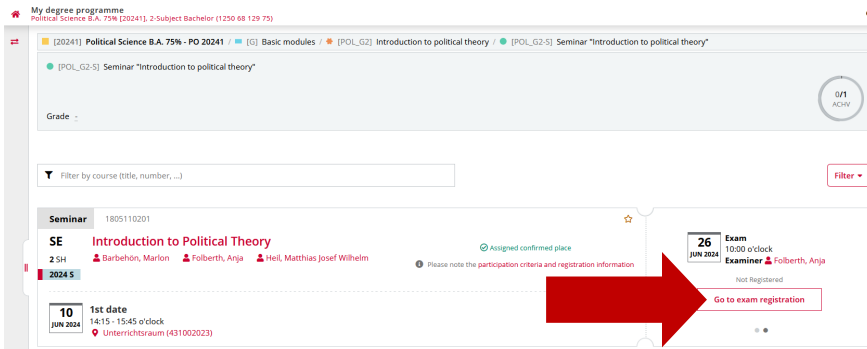


Fig. 7

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

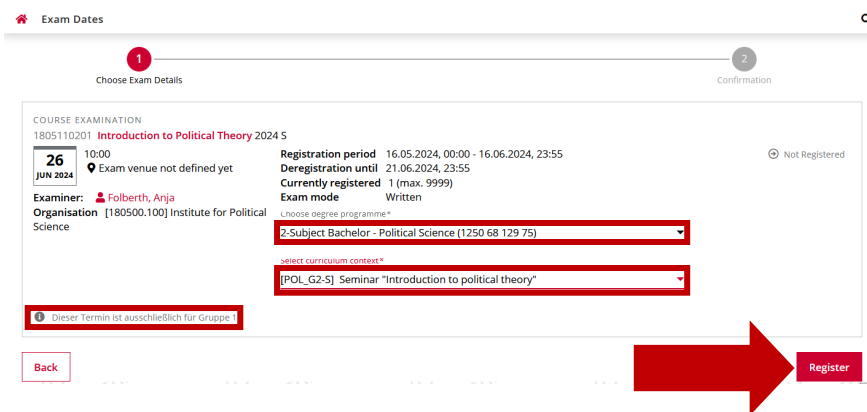


Fig. 8

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“.

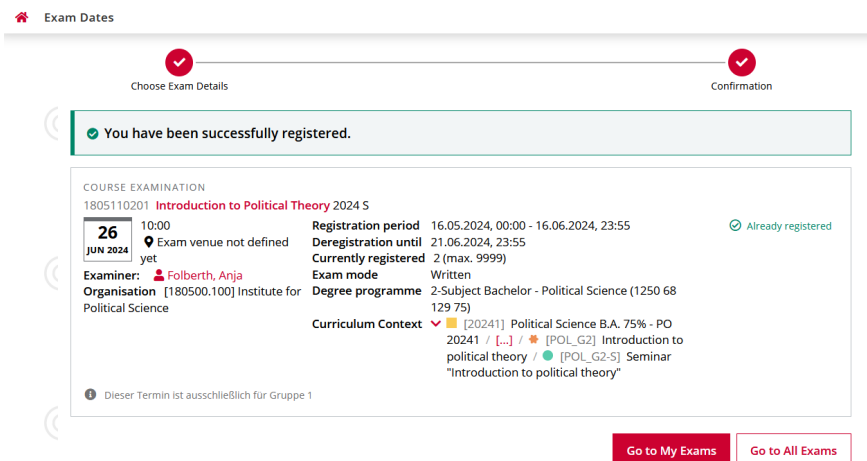


Fig. 9

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



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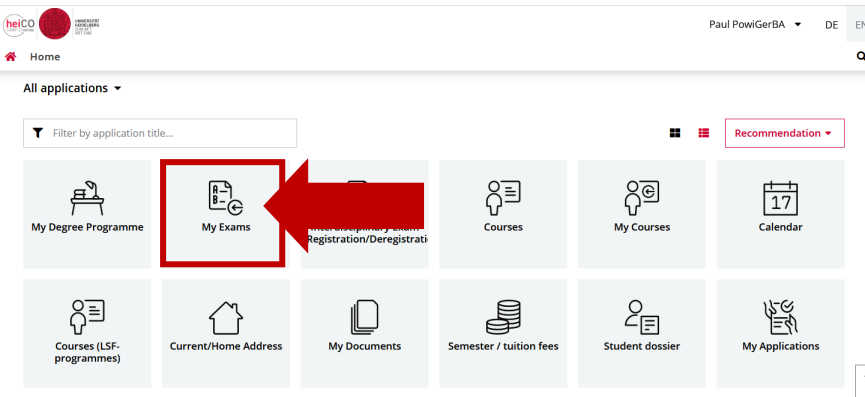


Fig. 10

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.

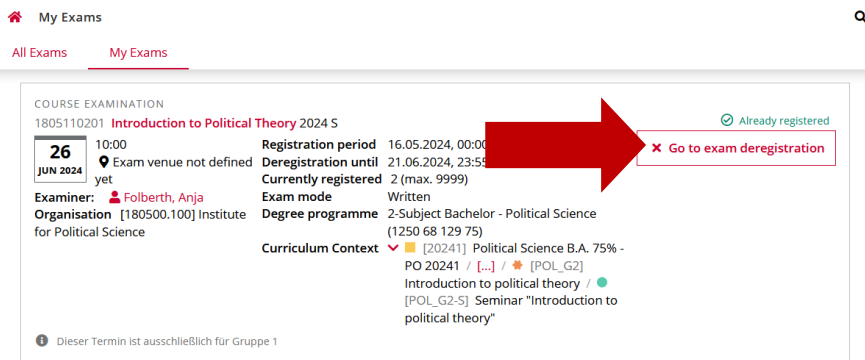


Fig. 11

11. Click on „Go to exam deregistration“ (see fig. 11).

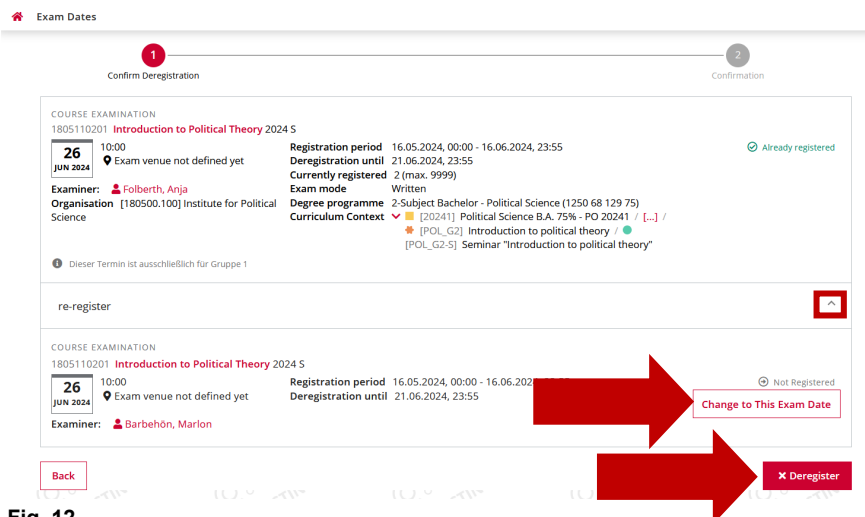


Fig. 12

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.

Exam Dates

1 Confirm Re-Registration 2 Confirmation

COURSE EXAMINATION
1805110201 Introduction to Political Theory 2024 S

26 JUN 2024	10:00 Exam venue not defined yet	Registration period 16.05.2024, 00:00 - 16.06.2024, 23:55 Deregistration until 21.06.2024, 23:55 Currently registered 0 (max. 9999) Exam mode Written	Not Registered
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Examiner: Barbehön, Marlon
Organisation [180500.100] Institute for Political Science

Back Re-register

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

Fig. 13