

Offen im Denken

Instructions for students attending a BA teachers' training course

for the online registration & deregistration for examinations via HISinOne campus.uni-due.de/cm

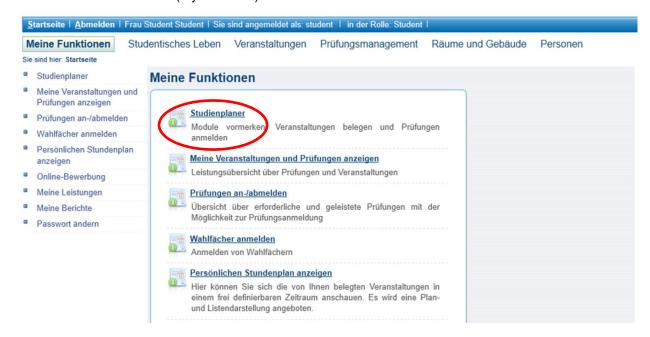
The following information explains how examinations for the Bachelor degree can be registered or deregistered via HISinOne and how details about one's own examinations can be recalled.

You must register with the university identification code and the password associated with it. You have received the university identification code when you enrolled for your study course.



Impressum

You can access all basic functions required for the registration and deregistration for examinations or for any information on the examinations via the menu item "Studienplaner" (study planner) under the menu "Meine Funktionen" (my functions).



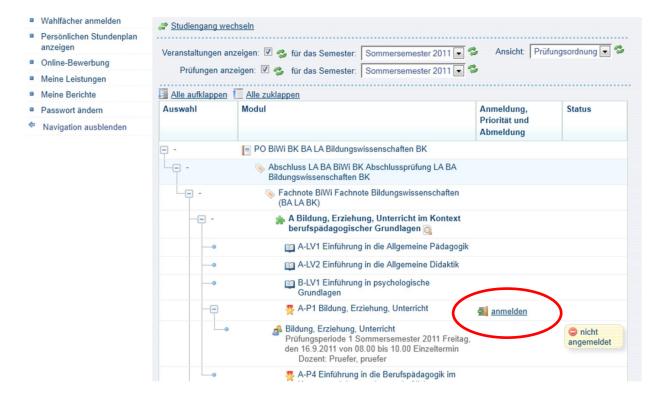
After having selected the menu item "Studienplaner", a list of study courses, in which you are enrolled, will be displayed. By marking "Studiengang auswählen" (select a study course), you select exactly the study course, in which you wish to register for an exam.



After having selected the function **Studiengang auswählen**, a list of examinations held in the current examination semester will be displayed. This list contains all examinations held in the study course in the current semester.

Examinations, for which you can currently register, or for which you have already registered, so that you may deregister, if intended, have been marked with an action button in the column "*Anmeldung, Priorität und Abmeldung*" (registration, priority and deregistration). Examinations without action button are either

- examinations that you have not taken yet and for which you cannot register in the current examination semester (because this exam may not be offered during that period) or
- 2. examinations that you have already taken; these examinations provide details on the current status.



First of all, activate the function **anmelden** (register), so as to be able to register for precisely the examination you wish to take in the next step. When several examination dates are offered, they will be displayed in the subsequent window.



Before you can register for an examination you will have to accept the Conditions of Registration/Deregistration by putting a tick into the box marked *Ich akzeptiere* (I accept). Then click on the button *Zustimmen* (OK).

Following that, you will be once again shown all data relevant for the examination and you can register now by clicking on *anmelden* (register).



If the registration for the examination has been successful, the examination will be displayed accordingly as "**zugelassen"** (admitted).



The admission to an examination may be subject to pre-conditions, such as the successful completion of a certain number of exercises. HISinOne is not in a position in this semester as yet to record and process these pre-conditions, so that each student will be automatically allocated the status "*zugelassen*" (admitted). Nevertheless, you are only entitled to take such an examination with pre-conditions attached, if you have qualified accordingly. Whether you have to prove any course achievements (credits obtained) in the subject to be examined, and if so which ones, can be taken from the relevant Examination Rules for the subject concerned.

If you wish to register or deregister for an examination that – according to the Examination Rules for the subject concerned – is offered in another semester, you will have to change the semester number accordingly. (However, this service won't be available before the summer term of 2012, since only the first semester of a subject will be offered for the winter term of 2011/12.)



It is possible with the help of the overview under *Meine Funktionen > Meine Veranstal-tungen und Prüfungen anzeigen* (My functions > Display my lectures and examinations) to take a quick look at all examinations, for which you have registered or deregistered. This overview also allows you deregistering from examinations or re-register for examinations from which you have previously deregistered (during the registration period only).



We wish you a lot of success in your study course!

Should you have any questions about technical problems please get in touch with the ZIM

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