

## Overview Exam and Course Work Registration

You must register for the exam achievement (graded) and course achievement (ungraded) for **every** course within a specified period. If you do not register for an examination within the specified period, your work/exam cannot be graded. Please note that it is not possible to register for an examination afterwards.

 In case you encounter any **problems** regarding the exam enrolment, contact the examination office directly.

### Step by step instructions:

#### Step 1:

Log in to HISinONE → “My Studies” → “Planner of Studies with Module Plan” → select your current course of study.

#### Step 2:

Make sure to see or shift to the view which shows the examination regulation → navigate to the course/module you want to  register your exam or course work for.

|                                                                                     |                                                                            |                                                                                       |                        |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------|
|   | 10LE07MO-M.22201   Analysis of Biodiversity Data                           |   | Module                 |
|  | 10LE07V-M.12501/22201   Analysis of Biodiversity Data   course             |  | Course                 |
|  | 10LE07PL-M.22201   Analysis of Biodiversity Data                           |  | Exam (graded)          |
|  | 10LE07SL-M.22201.SL   Analysis of Biodiversity Data (ungraded achievement) |  | Course work (ungraded) |

#### Step 3:

Within the time frame of the registration period, you will be able to see a green icon → next to the exam/course work you want to register for. You can find the period of (dis)enrolment/registration by clicking on the arrow to the left of the symbol



#### Step 4:

Once you have registered for all the required exams/course work, it is advisable to download a PDF with the overview of the enrolled exams and save it (either under “My studies” → “My course enrolments and exam registrations” → “Actions”, or by downloading the ‘Leistungsübersicht’ (Exam Extract, an “AN” will appear if you are registered).



In the wiki of the Campus Management department you will find additional instructions for registering and deregistering for exams in HISinOne:

[https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:studieren:pruefung\\_en](https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:studieren:pruefung_en)