Guide for students on registering and de-registering from examinations and changing registrations.

Please note:

These instructions are no longer being updated. Updated instructions are available at#

https://www.intern.fau.eu/teaching-studying/course-and-examination-management-campo-portal/anleitungen-fuer-studierende/der-studienplaner-fuer-studierende/

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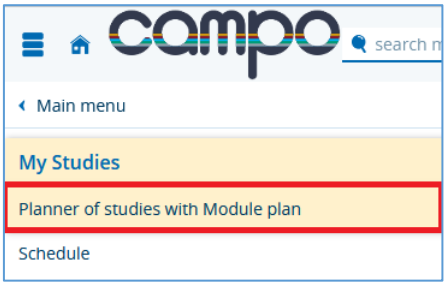
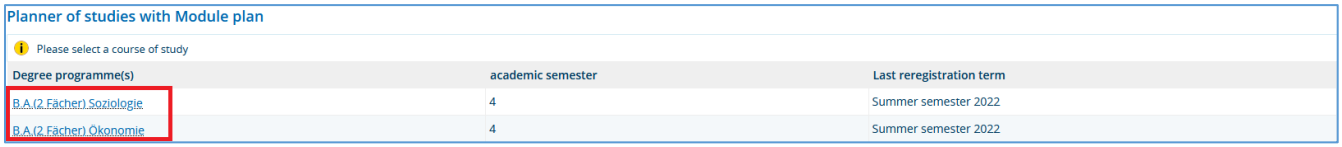
Study planner

The study planner is an overview of your studies, where you can register and de-register from examinations and change any registrations you have made previously.

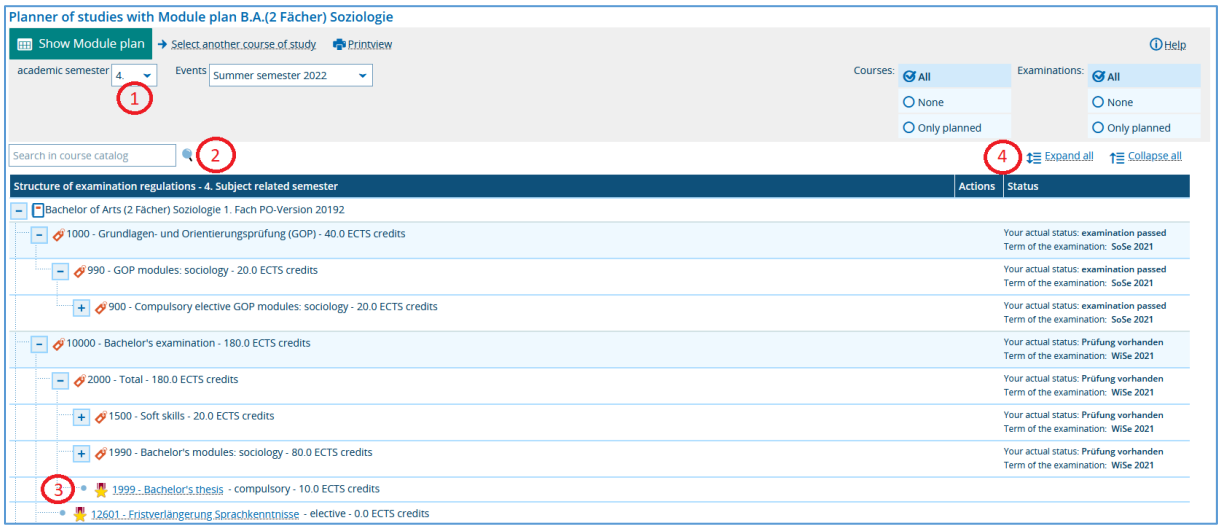
Navigate to the main menu, click ‘My studies’ and then ‘Study planner with module plan’.



If you are studying or have completed more than one degree programme, you can select the one you want to display by clicking the name of the programme.

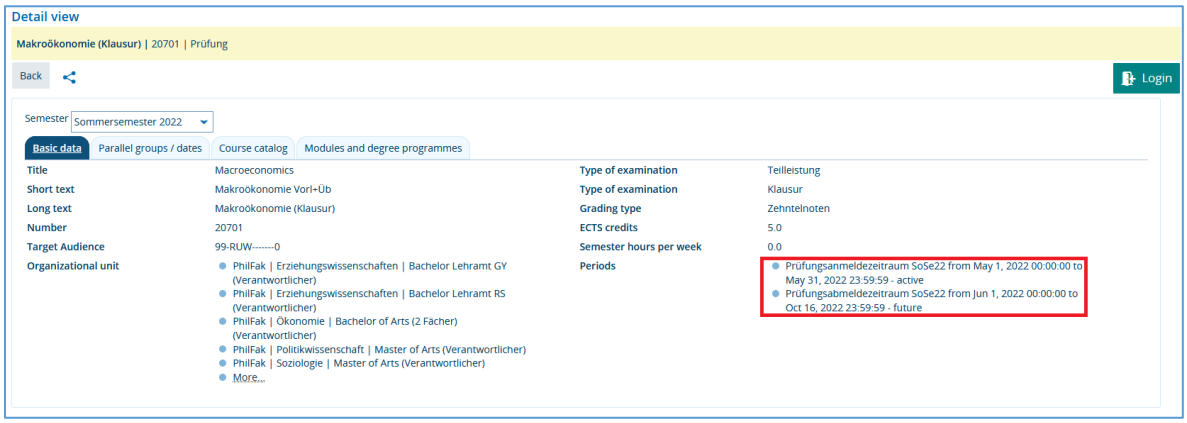


This takes you to the study planner. The study planner displays a hierarchy showing the degree programme, levels, modules, examinations and teaching units. Each element has its own icon. The degree programme is shown as a closed white book. Each level is marked with an orange marker. Modules are indicated with a green puzzle icon. Examinations are shown as a yellow star with a red band and teaching units have a blue open book icon. You can show or hide the different levels manually by clicking the ‘+’ or ‘-’ icons. You can also show or hide all levels at once by clicking ‘Show all’ or ‘Hide all’ (4).



When you open the study planner, the modules that are recommended for your current semester of study are shown by default. You can choose another semester from the dropdown menu (1) or show modules for other semesters or all modules. In the search field (2) you can alternatively search for elements according to their title or number.

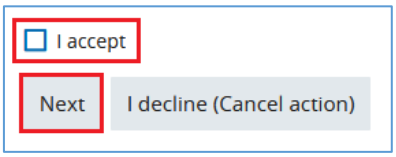
If you would like to view more detailed information on a module, examination or teaching unit, you can click on the name (3). You can identify examinations easily as they specify deadlines for registration or withdrawal.



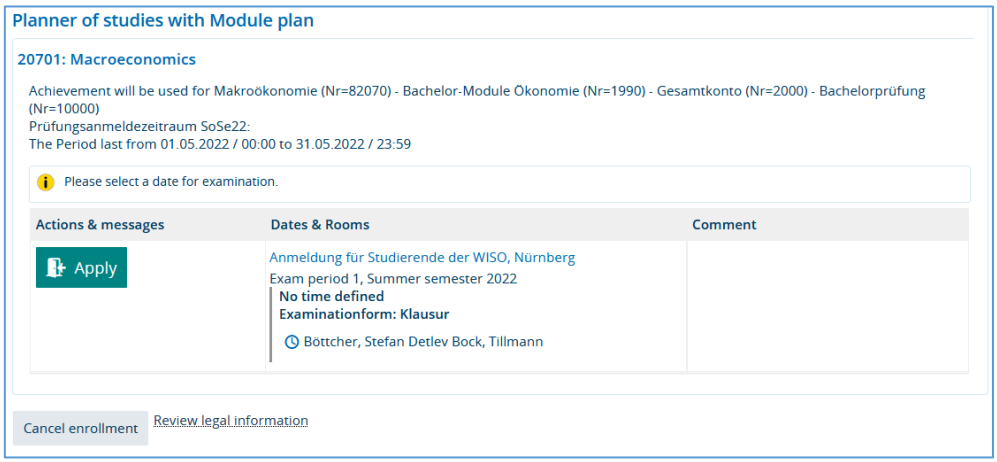
Registering for an examination

On the study planner, you can register for an examination during the registration period.

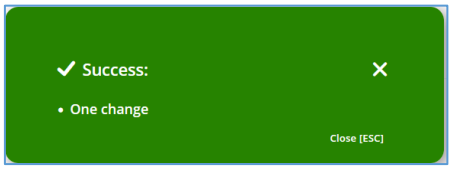
When you click the 'register' button on the right of the examination, the legal remedy notice is shown. Read this carefully and enable the checkbox to acknowledge your agreement. Click 'Next' to go to the registration screen.



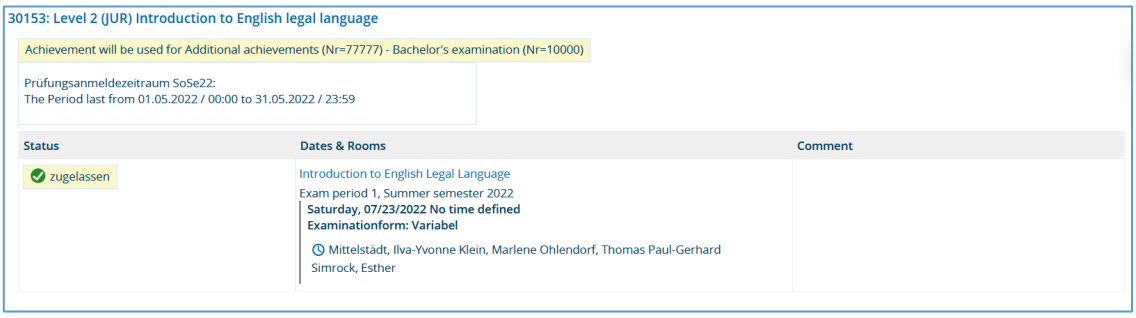
Below the ID number and name of the examination, you can see where the examination will be shown in the achievements hierarchy and when you can register for the examination. Below, you can see the semester, examination format and examiner for the selected examination.



After checking that you have registered for the correct examination, you can confirm by clicking ‘register’.



Once you have registered successfully, a green message box is displayed with a message to confirm your registration.

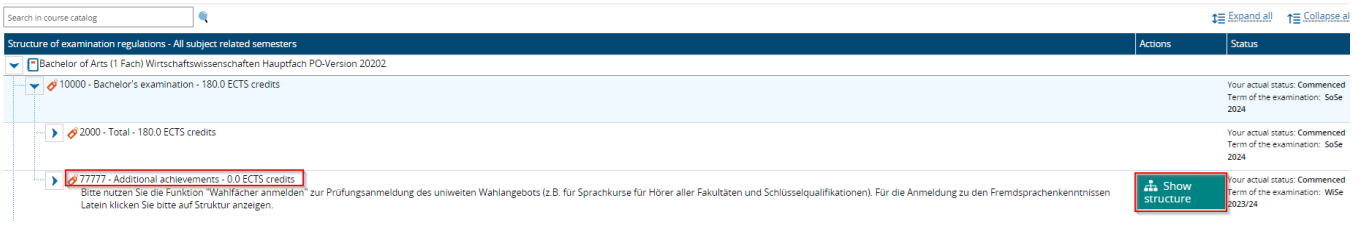


If the registration fails or the examination is missing, please contact the Examinations Office.

You can see an overview of the examinations that you have registered for under the “My registrations” menu item.

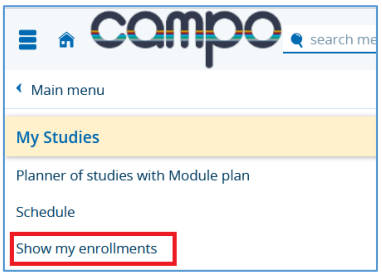
Register for electives

Please use the function “Register for electives” to register for elective modules from the university module catalog, such as language courses for students of all faculties and key qualifications. To register for Latin courses, please click “show structure” within the study planner.

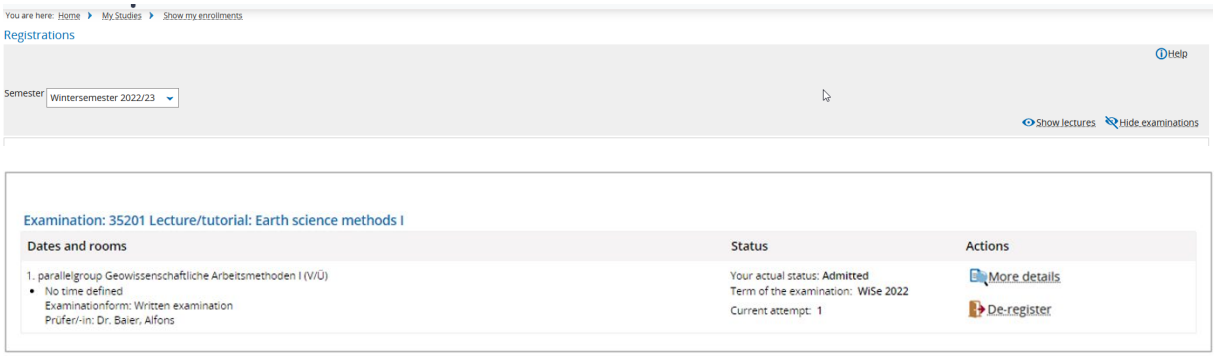


My enrollments

Click ‘My studies’ in the main menu and choose ‘Show my enrollments’.



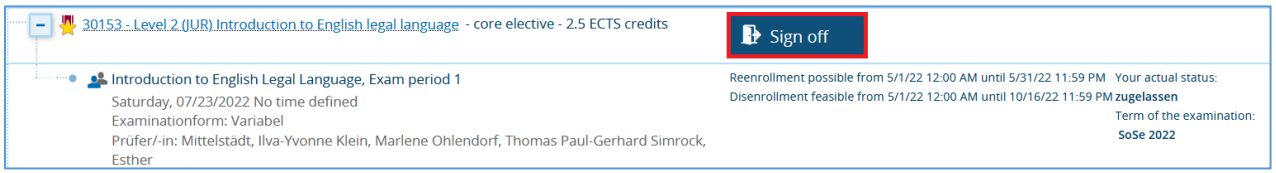
In this section, you can find an overview of all examinations that you have registered for in the semester. You can select the semester from the dropdown menu (2). Clicking ‘More details’ (3) next to each examination will take you to the details view. You can de-register from the examination by clicking ‘De-register’.



You can download a PDF document of all your enrollments in the function ‘My achievements’ in the area ‘Documents’ by clicking ‘Registered examinations’.

De-registering from an examination

You have two options for de-registering from an examination. Apart from the option described above from the ‘My registrations’ screen you can also de-register from an examination in the current semester in the study planner.

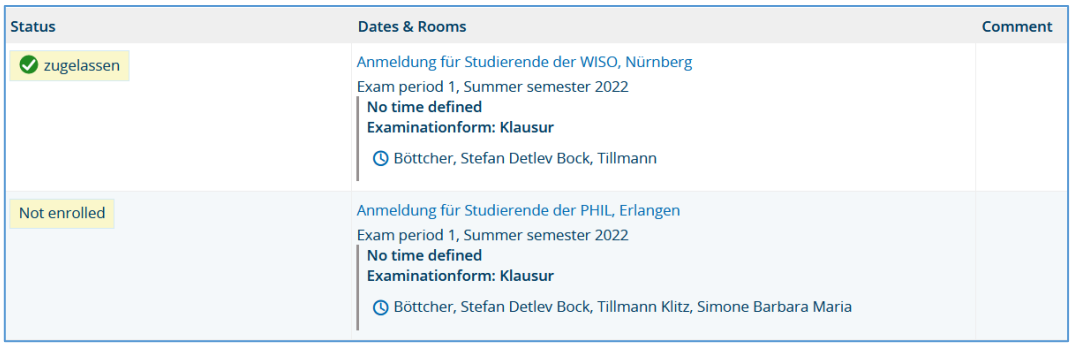


Click the ‘De-register’ button next to the examination and follow the instructions.

Changing an examination registration

If you have the choice of several examination dates, you can change your examination registration to an alternative date within the examination registration period. Follow the steps in the instructions through to confirming the legal remedy notice.

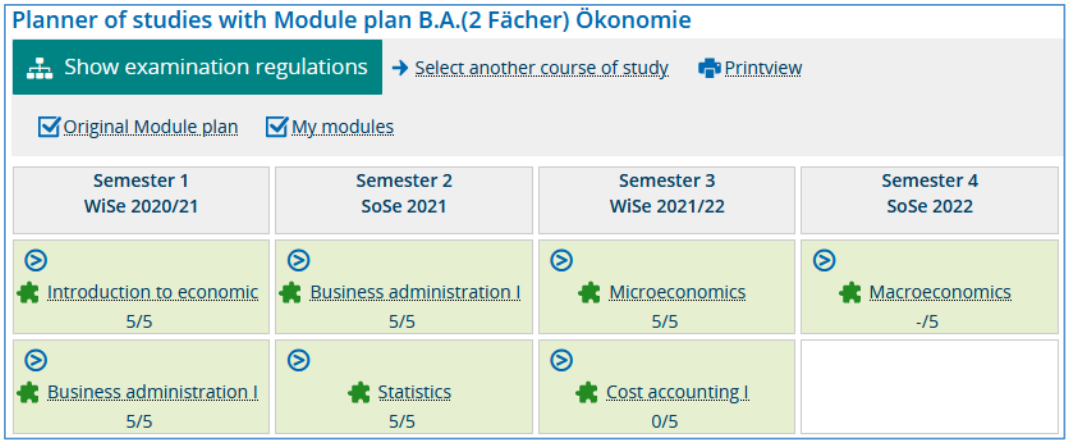
You do not need to de-register from the examination, you can just click ‘Change selection’. This will change your registration for the selected examination in a single step without you having to de-register and register again for the examination.



Status	Dates & Rooms	Comment
zugelassen	Anmeldung für Studierende der WISO, Nürnberg Exam period 1, Summer semester 2022 **No time defined** **Examinationform: Klausur** Böttcher, Stefan Detlev Bock, Tillmann	
Not enrolled	Anmeldung für Studierende der PHIL, Erlangen Exam period 1, Summer semester 2022 **No time defined** **Examinationform: Klausur** Böttcher, Stefan Detlev Bock, Tillmann Klitz, Simone Barbara Maria	

Module plan

The module plan is a function that is available from the study planner. Open the study planner and click 'show module plan'. In the module plan, you can see a visual overview of all modules in the degree programme organised by the recommended semester of study.



Below the title of the module you can see how many ECTS credits the module is worth (after the slash) and how many ECTS credits you have already achieved in the module (before the slash).

If you have not yet registered for a module, it will be highlighted in grey. If the module is highlighted in green, this means that you have already started the module and that you have registered for at least one achievement in this module.

The list of modules in the module plan is for informational purposes only and has no legal relevance. The module plan shows all modules in the degree programme, even if only some of these modules are relevant to you. Further details, for example which modules must be taken in the different sections of your degree programme (compulsory, compulsory elective and elective modules), are set out in the examination regulations for your degree programme.