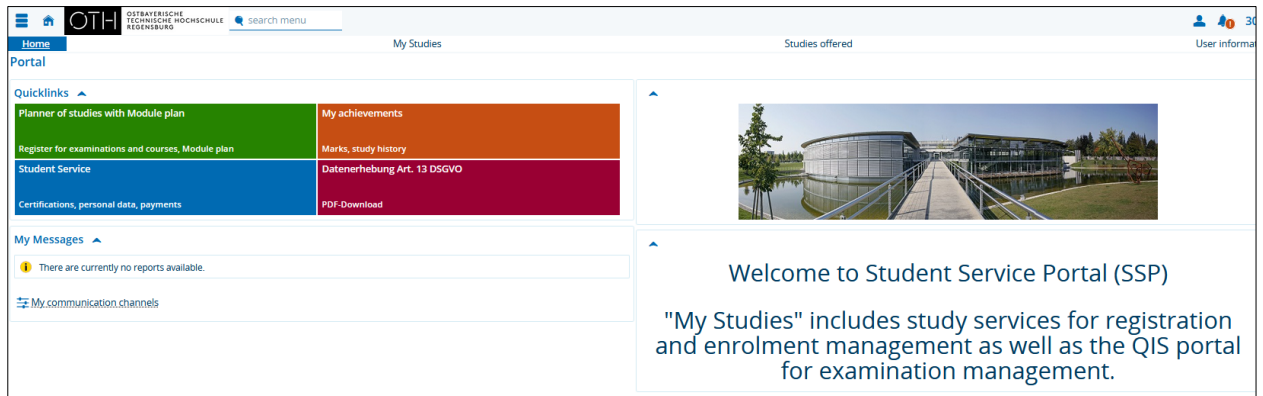


## How to register for an exam in HISinOne

### 1. Register in the student service portal (SSP).



### 2. On the home page of the SSP, you will find a new tile „Planner of Studies with Module Plan“. You can register for and sign off from exams there.



### 3. If you click on the tile „Planner of Studies with Module Plan“, you will access your personal module plan. It will show you which exams you can apply for or sign off from, which exams you have been admitted for and which exams you have completed.

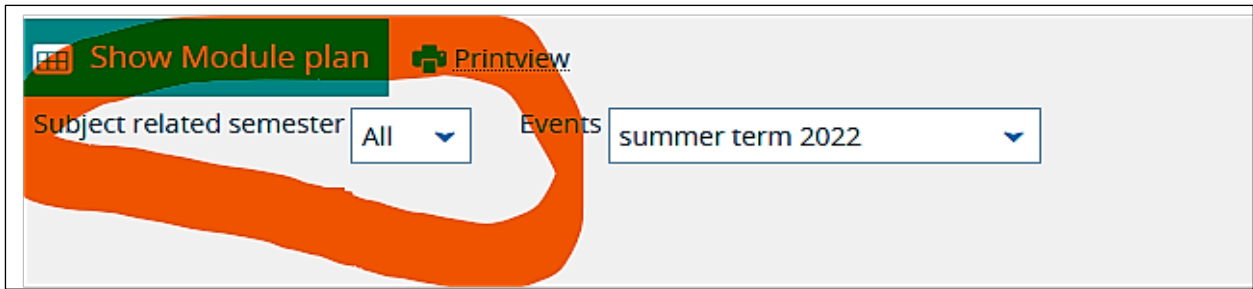
Planner of studies with Module plan Social Work (B)

Show Module plan | Printview

Subject related semester: 2 | Events: winter term 2022 | Courses:  All |  None |  Only planned

Search in course catalog

Structure of examination regulations - 2. Subject related semester	Actions	Status
84 SO  -  - H 20161		25 Credits
SO 20161 10000 1.5aA - 1st Part of Studies - 90.0 Credits		Your actual status: Coursework submitted/registered Term of the examination: wt 2022
SO 20161 10102.M1.02.-.Modul.1.02.-2WPF - Pflichtfach korrekt - 10.0 Credits		Your actual status: Coursework submitted/registered Term of the examination: wt 2022
SO 20161 10103.M1.03.-.Modul.1.03.-2PF - Pflichtfach korrekt - 8.0 Credits		
SO 20161 10201.M1.04.-.Modul.1.04.-2PF - Pflichtfach korrekt - 6.0 Credits		Your actual status: Coursework submitted/registered Term of the examination: wt 2022
SO 20161 10206.M1.09.-.Modul.1.09.-1PF - Pflichtfach korrekt - 0.0 Credits		Your actual status: Coursework submitted/registered Term of the examination: wt 2022
SO 20161 10207.M1.10.-.Modul.1.10.-2PF - Pflichtfach korrekt - 0.0 Credits		Your actual status: passed Term of the examination: st 2022
SO 20161 10301.M1.11.-.Modul.1.11.-3WPF+1PF - Pflichtfach korrekt - 0.0 Credits		Your actual status: Coursework submitted/registered Term of the examination: wt 2022
SO 20161 10302.M1.12.-.Modul.1.12.-1PF+2WPE - Pflichtfach korrekt - 0.0 Credits		Your actual status: Coursework submitted/registered Term of the examination: st 2022
SO 20161 20000 2.5aA - 2nd Part of Studies - 30.0 Credits		
SO 20161 20100 Praxis - on-the-job learning - 0.0 Credits		
SO 20161 30000 3.5aA - 3rd Part of Studies - 90.0 Credits		
SO 20161 30501 M3.08 - Modul 3.08 - 2WPF+3PF - 0.0 Credits		
SO 20161 30600 BA - Bachelorarbeit - 0.0 Credits		



Now you can see every selectable exam.

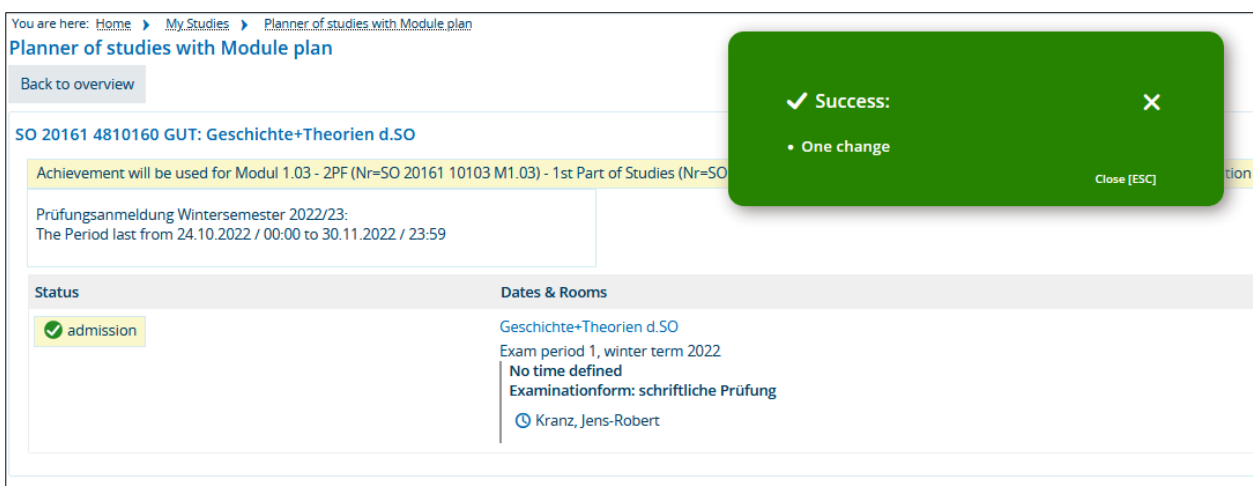
4. If the module plan shows the status „Coursework submitted/registered“, you can register for an exam. You can see the names of the modules next to the green puzzle pieces. If you click on the „+“ next to a puzzle piece, you will be able to see the exams listed for that particular module.



5. For each listed exam, you should see the button „Apply“. If you want to register for an exam, please click on that button to access the final registration page, where you can then confirm the registration.



6. If the registration was successful, you will immediately receive a confirmation message.



7. If you return to the module plan, the status of your exam should be „admission“ and there should be a new button „Sign Off“ next to the exam.

SO 20161.10103.M1.03...Modul 1.03 - 2PF - Pflichtfach korrekt - 8.0 Credits	Your actual status: Coursework submitted/registered Term of the examination: wt 2022
SO 20161.4810160.GUT...Geschichte+Theorien d.SO - Pflichtfach korrekt - 5.0 Credits	Your actual status: admission Term of the examination: wt 2022
SO 20161.4810850.PHG...Philosophische Grundlagen - Pflichtfach korrekt - 3.0 Credits	

You can use this button to sign off in the same way that you registered.


8. In order to get a list of the exams you have been registered and admitted for, you can access the menu „My studies“and then „Show my enrollments“. You can also print the list as a PDF file.

The screenshot shows the 'My Studies' menu with the following items: Home, My Studies, and Planner of studies with Module plan. The 'Planner of studies with Module plan' item is circled in red. Below the menu, there are buttons for 'Show Module plan' and 'Printview', and dropdown menus for 'Subject related semester' (set to 2) and 'Events' (set to winter term 2022).

9. You can find „Show my enrollments“ in the list of menu options.

The screenshot shows the 'My Studies' menu with the following items: Planner of studies with Module plan, Show my enrollments, My achievements, Register for electives, Student Service, and RZ-Kennung. A red arrow points to the 'Show my enrollments' item. The descriptions for each item are: 'Planner of studies with Module plan' (Remark moduls, enroll lectures and sign in for examinations), 'Show my enrollments' (Get an overview of your examinations and courses), 'My achievements' (Get an overview of your achievements, i.e. examinations or visited lectures), 'Register for electives' (Registration of electives), 'Student Service' (Get an overview of your status, contact details, invoices and payments. Create reports, reregistration), and 'RZ-Kennung'.

If you click on this menu option, you will be able to access an overview of your courses and exams. There you can find a list of all the exams you have registered for, as well as a PDF document with information about their status.

Download individual timetable as PDF 

Term Sommersemester 2022

**!** You have not applied for any courses yet.

Dates and rooms	Status	Actions
<b>examination: SO 20161 4810040 GG1 Gesundheitswiss. Grundl.1</b>		
2. parallelgroup Gesundheitswiss. Grundl.1 • No time defined Examinationform: Klausur Prüfer/-in: Henschel, Angela Tatema	Your actual status: admission Term of the examination: st 2022	<a href="#">More details</a> <a href="#">Apply</a> wt 2022
<b>examination: SO 20161 4810140 SG Gruppenarbeit</b>		
2. parallelgroup Gruppenarbeit • No time defined Examinationform: Klausur Prüfer/-in: Sonneck, Brigitte	Your actual status: admission Term of the examination: st 2022	<a href="#">More details</a> <a href="#">Apply</a> wt 2022
<b>examination: SO 20161 4811110 GBI Grd.d.ästhet.Bildung</b>		
1. parallelgroup Grd.d.ästhet.Bildung • No time defined Examinationform: Studienarbeit Prüfer/-in: Pohmann, Bernd Jürgen	Your actual status: admission Term of the examination: st 2022	<a href="#">More details</a> <a href="#">Apply</a> wt 2022

Should you have any questions about exam registration, you are welcome to visit the Examinations and Internship Office in person during our usual opening hours or contact us by telephone or e-mail.