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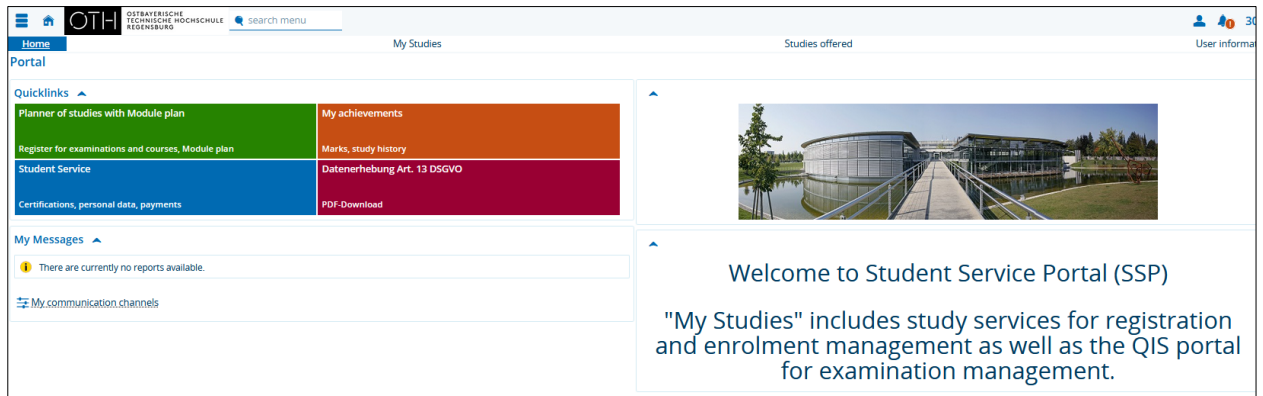
How to register for an exam in HISinOne

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.
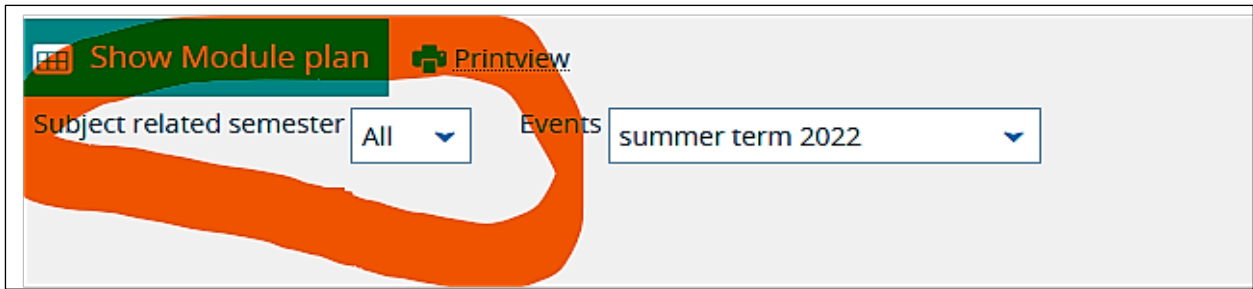
Now you can see every selectable exam.

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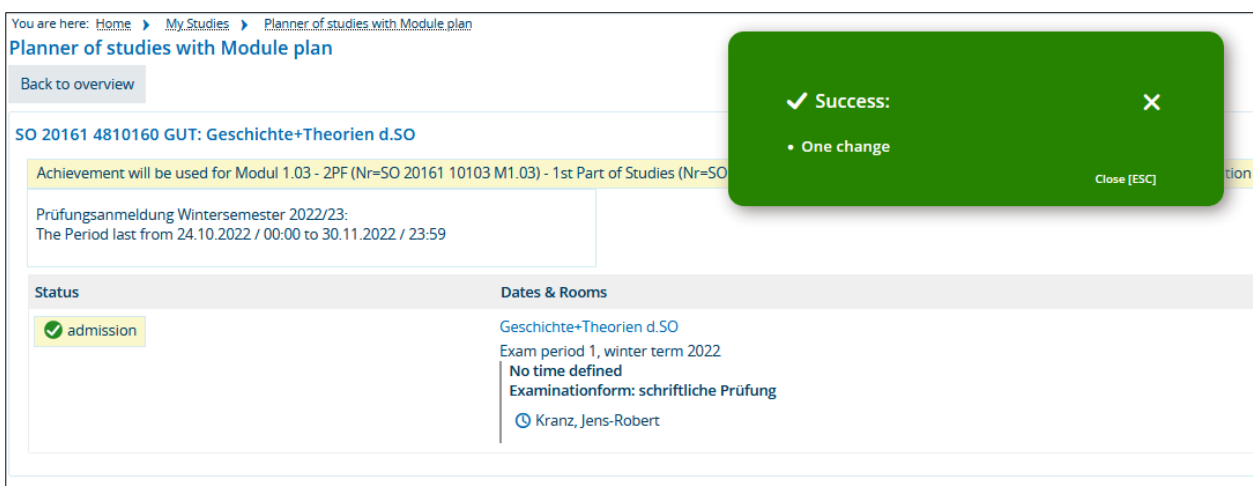
7. If you return to the module plan, the status of your exam should be „admission" and there should be a new button „Sign Off" next to the exam.

⊟ ✿ 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	▶ Sign off	Your actual status: **admission** Term of the examination: **wt 2022**
⊞ 🏆 SO 20161 4810850 PHG - Philosophische Grundlagen - Pflichtfach korrekt - 3.0 Credits	▶ Apply	

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.

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

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 ▾

ℹ️ You have not applied for any courses yet.

examination: SO 20161 4810040 GG1 Gesundheitswiss. Grundl.1

Dates and rooms	Status	Actions
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	📄 More details 🚪Apply wt 2022

examination: SO 20161 4810140 SG Gruppenarbeit

Dates and rooms	Status	Actions
2. parallelgroup Gruppenarbeit ● , No time defined Examinationform: Klausur ● Prüfer/-in: Sonneck, Brigitte	Your actual status: **admission** Term of the examination: st 2022	📄 More details 🚪Apply wt 2022

examination: SO 20161 4811110 GBI Grd.d.ästhet.Bildung

Dates and rooms	Status	Actions
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	📄 More details 🚪Apply 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.