

Exam Registration and Deregistration - via the Application „My Degree Programme“



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

Note: The prerequisite for the path described here is that you see the application "My Degree Programme" on your desktop. If this is not the case, please use the instructions „Interdisciplinary Exam Registration and Deregistration“. You can find the instructions [here](#).

Contents

1. [Registration for an exam](#)
2. [Deregistration from an exam](#)

1. Registration for an exam

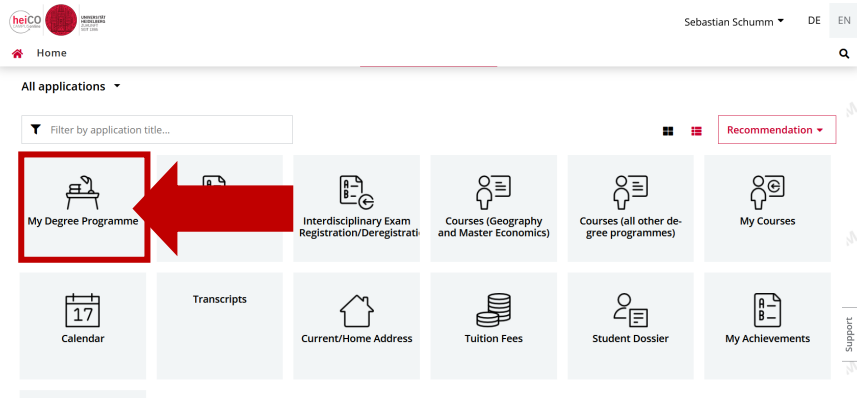


Fig. 1

1. After logging in to heiCO, click on the application „My Degree Programme“ on your personal desktop (see fig. 1).

You can find more detailed information on „My Degree Programme“ [here](#).

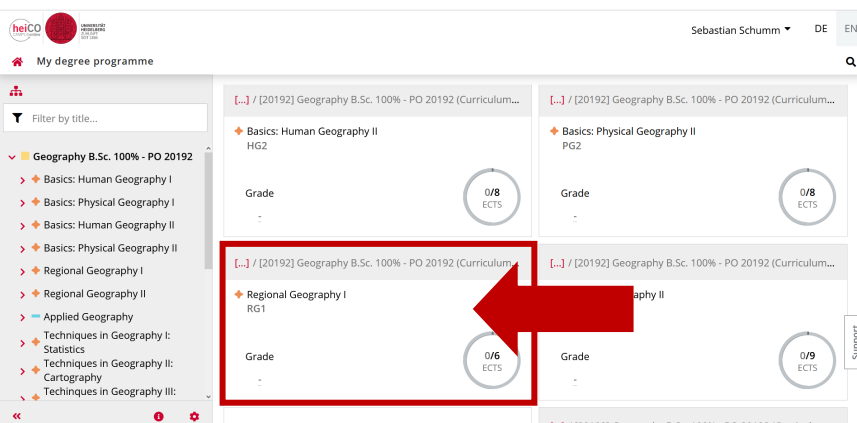


Fig. 2

2. Choose the module in which you want to take an exam from the modules shown below in tile form (see fig. 2).

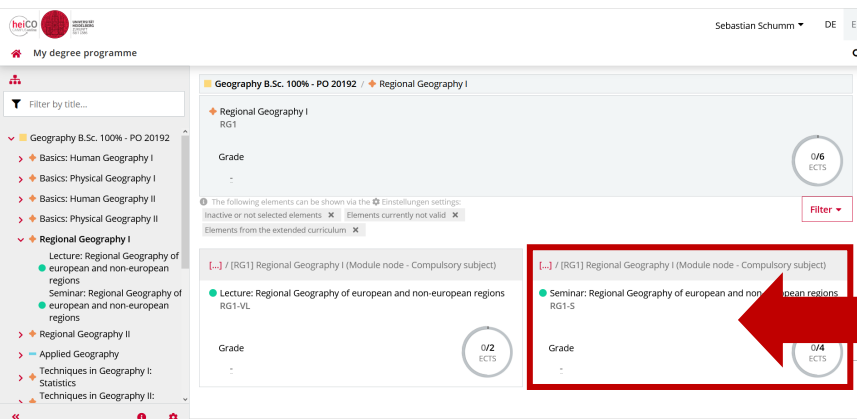


Fig. 3

3. Click on the module node (see fig. 3) in which you want to take an exam to see the available courses and exams.

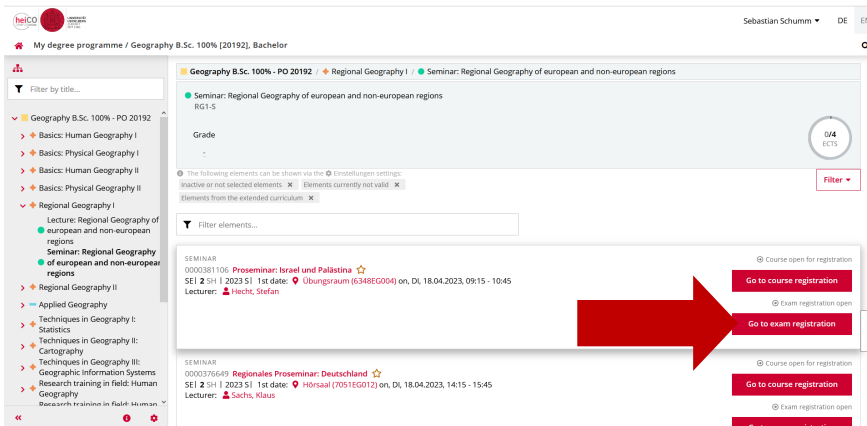


Fig. 4

4. You can now see the available courses and exams for which you can register via heiCO.

Click on the button „Go to exam registration“ (see fig. 4) to start the registration process.

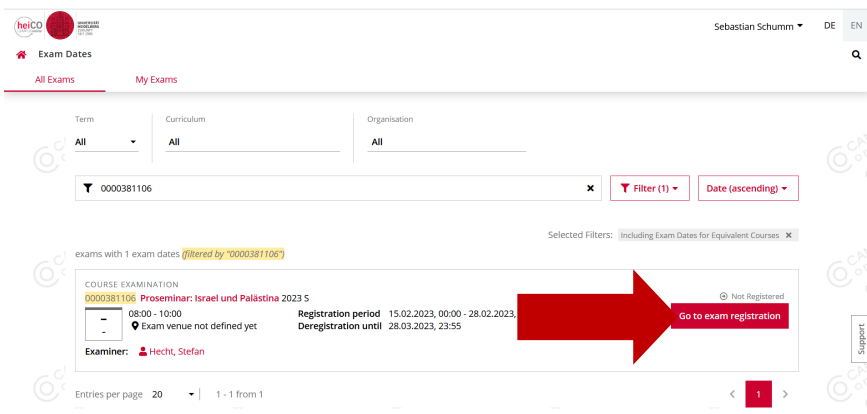


Fig. 5

5. You will now be shown the place, time, date, examiner and registration/deregistration period for the exam. If a selection of exam dates is available, select a date.

To continue click on the button „Go to exam registration“ (see fig. 5).

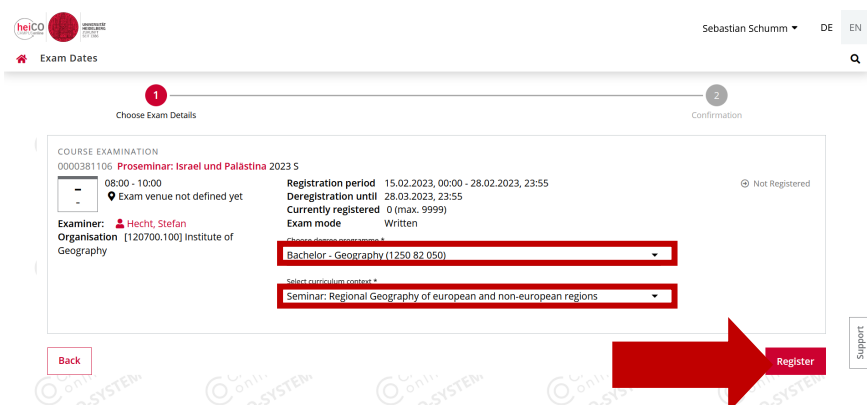


Fig. 6

6. In the overview you will find even more details on the selected examination date (see fig. 6).

Please check the chosen degree programme and the curriculum context. If necessary select a different degree programme or curriculum context in the drop-down-menu. Then click on „Register“.

Please note: If you want the exam to be credited as a cross-curricular competence, you must select the option „Free registration“ under „Select curriculum context“.

2. Deregistration from an exam

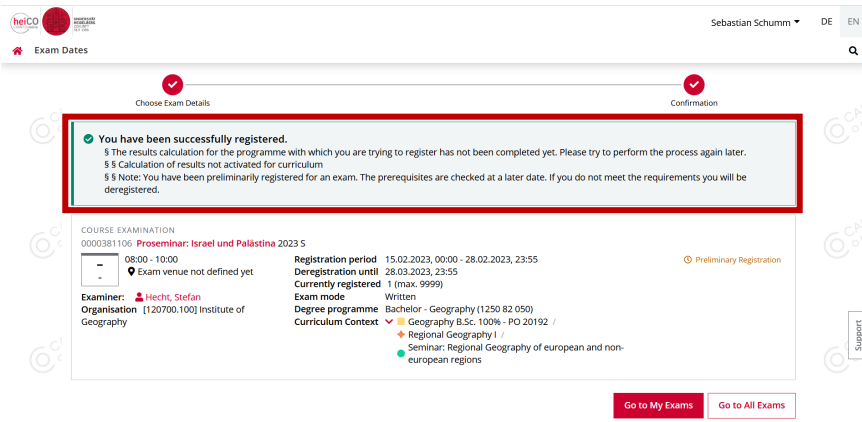


Fig. 7

7. You will now receive a message from the system that your preliminary registration has been successfully completed (see fig. 7). The prerequisites for the exam will be checked later. If you do not meet the exam requirements, you will be deregistered and informed thereof by e-mail.

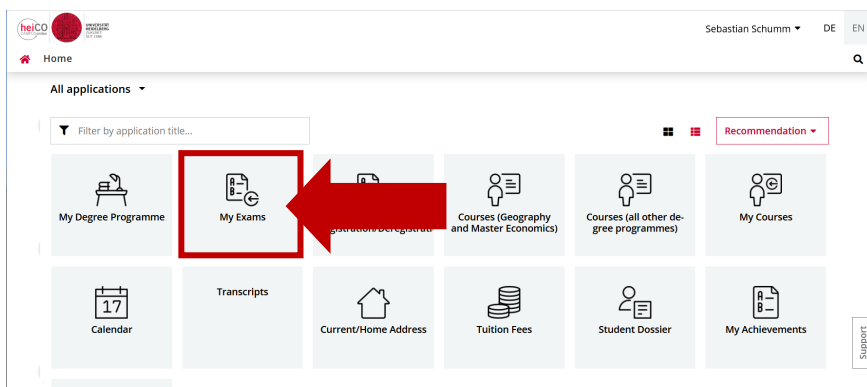


Fig. 8

8. Under „My Exams“ (see fig. 8) you can not only see all the exams you have registered for, but you can also deregister from an exam here, provided the deregistration period has not yet passed.

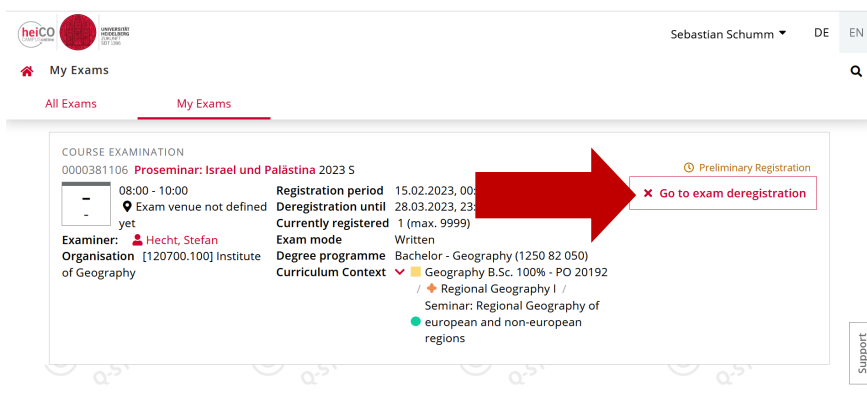
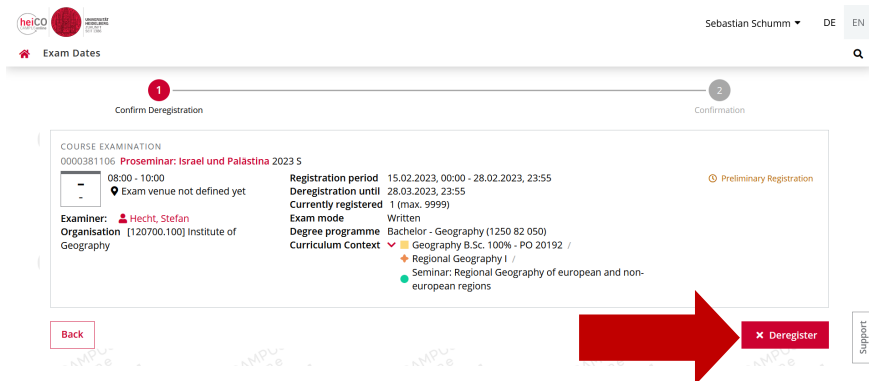


Fig. 9

9. Click on „Go to exam deregistration“ (see fig. 9).



Sebastian Schumm DE EN

Exam Dates

1 Confirm Deregistration 2 Confirmation

COURSE EXAMINATION
0000381106 Proseminar: Israel und Palästina 2023 S

08:00 - 10:00
Exam venue not defined yet

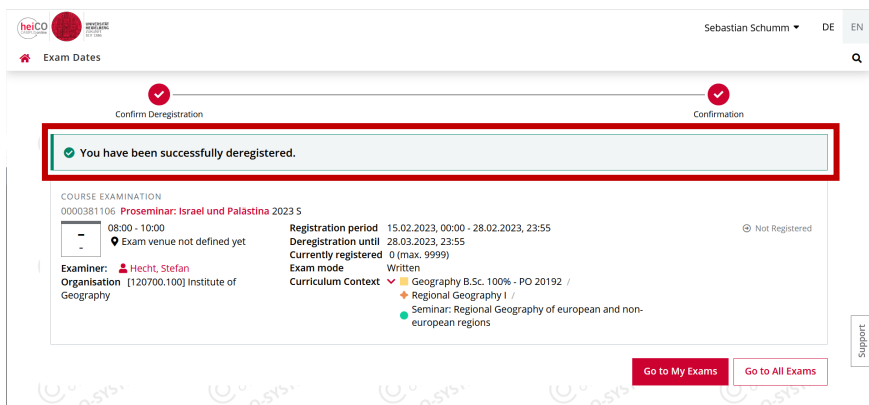
Registration period 15.02.2023, 00:00 - 28.02.2023, 23:55
Deregistration until 28.03.2023, 23:55
Currently registered 1 (max. 9999)
Exam mode Written
Degree programme Bachelor - Geography (1250 82 050)
Curriculum Context Geography B.Sc. 100% - PO 20192 /
Regional Geography I /
Seminar: Regional Geography of european and non-european regions

Preliminary Registration

Back Deregister Support

Fig. 10

10. Confirm your deregistration by clicking on „Deregister“ (see fig. 10).



Sebastian Schumm DE EN

Exam Dates

Confirm Deregistration Confirmation

✓ You have been successfully deregistered.

COURSE EXAMINATION
0000381106 Proseminar: Israel und Palästina 2023 S

08:00 - 10:00
Exam venue not defined yet

Registration period 15.02.2023, 00:00 - 28.02.2023, 23:55
Deregistration until 28.03.2023, 23:55
Currently registered 0 (max. 9999)
Exam mode Written
Degree programme Bachelor - Geography (1250 82 050)
Curriculum Context Geography B.Sc. 100% - PO 20192 /
Regional Geography I /
Seminar: Regional Geography of european and non-european regions

Not Registered

Go to My Exams Go to All Exams Support

Fig. 11

11. You will then receive a message from the system that your deregistration has been successfully completed (see fig. 11).