



Click-by-click guide for students: Module deregistration

Last updated: 13/07/17

Issued by: Sachgebiet Studienkoordination

studienkoordination@uni-leipzig.de

1. Module deregistration

During the cancellation period (usually up to 4 weeks before the end of lectures), you can deregister from booked modules via the AlmaWeb portal <https://almaweb.uni-leipzig.de/>, provided this applies to your study programme. If you have any questions about specific deadlines and procedures, please contact the study office of the faculty offering the module.

If you deregister from a module, this implies your deregistration from all courses within that module as well as from all related (module) exams. If you have already completed part of the module, any achievements so far will be lost.

Deregistration from a module should always be performed as described below. In AlmaWeb, please click on “**Registration status**”.

This process does not apply to the following exceptions:

- 2-semester modules you already began in the previous semester and
- courses on the study programmes:
 - Protestant Theology, “Ecclesiastical Examination” (Kirchliches Examen)
 - Protestant Theology, “Diploma” (Diplom)
 - Law, “State Examination” (Staatsexamen)

For more information, please refer to Section 3 on special cases.

Module registration via the TOOL registration system:

In the case of modules for which you registered via the TOOL registration system, it may (first) be necessary to cancel the registration in TOOL. Exactly when module bookings are transferred from TOOL to AlmaWeb – which is what makes it possible to cancel your registration in AlmaWeb – varies depending on the faculty/institute responsible. As a rule, the booking information shown in TOOL will specify when the transfer occurs. If you have any questions, please contact the study office of the faculty offering the module.

2. Module deregistration – standard cases

Select the “Studies” tab at the top and then the item “Registration status” on the left. You will then be shown an overview of all modules and courses for which you are registered in the current semester.

During the deregistration period, under the heading “Accepted module registrations” a red cancellation button will appear after the modules.

The screenshot shows the AlmaWeb campus management system interface. At the top, there is a navigation bar with the University of Leipzig logo and several icons: Home page, Application, Course Catalogue, **Studies** (highlighted with a red box), Messages, Account, and Help. The user's name is Student10 TEST, and there are links for Deutsch and log out.

The left sidebar contains a menu with the following items: Classes (Registration, **Registration status** (highlighted with a red box), Timetable, Modules, My classes, Specialisation), Exams (Registration, My exams, Module results, Exam results, Overview of grades), Re-registration (Past direct debits, Create direct debit), Blocks, and Documents.

The main content area is divided into sections:

- My registrations**
- Pending registrations**: No pending registrations. A [Registration](#) link is visible.
- Accepted registrations**: A table with columns: Course offering, Instructors, Time period, Max. | Reg. part., and Credits.

Course offering	Instructors	Time period	Max. Reg. part.	Credits
06-001-202-3.K001 Ordnungshüter: Theorie und Praxis des Polizierens	Prof. Ph.D Rebecca Pates	Tue, 11. Apr. 2017 [11:15] - Tue, 4. Jul. 2017 [14:45]	30 18	
06-001-202-3.SE01b Community Policing - Kommunale Sicherheitsordnungen	Florian Krahrmer	Tue, 11. Apr. 2017 [13:15] - Tue, 4. Jul. 2017 [14:45]	20 3	
- Rejected registrations**: No rejected registrations.
- Accepted module registrations**: A table with columns: No. Module name, Module Owner, Credits, and a Cancel button.

No. Module name	Module Owner	Credits	
06-001-202-3 Politics and Law	Prof. Ph.D Rebecca Pates	10,0	Cancel

Check and confirm the information shown next ("Next", "Submit").

If your deregistration was successful, the following message will appear:

Module cancellation

Note:
Your cancellation has been successful.

[My registrations](#)

No.	06-001-202-3
Name	Politics and Law
Studies	Ägyptologie, Bachelor of Arts (PO 2006)

No.	Name	Exam (Weighting)	Date
06-001-202-3.SE01b	Community Policing - Kommunale Sicherheitsordnungen Tue, 11. Apr. 2017 [13:15] - Tue, 4. Jul. 2017 [14:45]		
06-001-202-3.KQ01	Ordnungshüter: Theorie und Praxis des Polizierens Tue, 11. Apr. 2017 [11:15] - Tue, 4. Jul. 2017 [14:45]		
06-001-202-3	Politics and Law	Hausarbeit (6 Wochen) (1)	1.Date (Open)

If at this point you are shown an error message, please contact the study office of the faculty offering the module.

3. Module deregistration – special cases

3.1 Cancelling your registration for 2-semester modules during the second half of the module

There are different steps you need to take, depending on the module semester in which you wish to cancel your registration for a 2-semester module.

If you wish to cancel your registration during the first half of the module (1st module semester), please proceed as described in Section 2 (standard cases).

In order to unsubscribe during the second half of the module (2nd module semester), please click on the “Studies” tab and then “Registration” in the list on the left. Navigate the tree structure until you reach the necessary module.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue **Studies** Messages Account Help

AlmaWeb campus management system

Name: Student10 TEST Deutsch log out

Classes

- Registration**
- Registration status
- Timetable
- Modules
- My classes
- Specialisation

Exams

- Registration
- My exams
- Module results
- Exam results
- Overview of grades

Re-registration

- Past direct debits
- Create direct debit

Blocks

Documents

Registration for modules and courses

i In this section you can manage your module registrations, e.g. you can register for modules or sign out from them.

A note on how to cancel modules:

You need to take the following steps: browse your studies below until the module in question is listed > *cancel* (=button next to the module title, **background colour: grey**)

Please do not sign out from individual classes, rather cancel the module as a whole (cf. instructions above).
In case you need to cancel single classes, please contact your Studienbüro for further advice.
Exception: If you study Protestant Theology (Ecclesiastical Examination or Diplom), you may use the option of signing out from classes online.

Ägyptologie, Bachelor of Arts (PO 2006) >




- [Compulsory Area](#)
- [Compulsory Elective Area Language](#)
- [Compulsory Elective Area Culture](#)
- [Elective Area of the Humanities and Social Sciences](#)
- [Degree](#)
- [Additional Achievements](#)

In order to cancel your registration for the module in question, click on the red *Cancel* button next to the module title (grey background).

Make sure you cancel your registration for the module, not the individual courses. Otherwise, you will not be properly unsubscribed from the module and will continue to be registered for it. This is not permitted.

If you deregister from a two-semester module, this implies your deregistration from all courses within that module as well as from all related (module) exams. Your participation in any courses during the 1st half of the module will be void; any achievements so far will be lost.

[Ägyptologie, Bachelor of Arts \(PO 2006\)](#) > [Elective Area of the Humanities and Social Sciences](#) > [Frei gestaltbarer Wahlbereich](#) > [Optional Modules Humanities and Social Sciences](#) > [Germanistik](#) > [ab Wintersemester 2006/07](#)

Registration for modules and courses		
Course offering Instructors Time period Registration group Location	Reg. deadl. Max. Reg.part.	
04-003-1101 Introduction to German Linguistics (WiSe 2016/17) Dr. Sandra Döring; Matthias Hahn Wahlbereich Germanistik (Veranstaltungswahl)	999 440	
04-003-1101.SE01 Einführung in die Sprachwissenschaft		
04-003-1101.SE01a Einführung in die Sprachwissenschaft a Matthias Richter Mon, 10. Oct. 2016 [09:15] - Mon, 30. Jan. 2017 [10:45]	40 380	
04-003-1101.SE01b Einführung in die Sprachwissenschaft b Matthias Richter Mon, 10. Oct. 2016 [13:15] - Mon, 30. Jan. 2017 [14:45]	40 39	
04-003-1101.SE01c Einführung in die Sprachwissenschaft c Matthias Richter Mon, 10. Oct. 2016 [15:15] - Mon, 30. Jan. 2017 [16:45]	40 33	
04-003-1101.SE02 Sprachgeschichte		
04-003-1101.SE02a Sprachgeschichte a Dr. Volker Hertel Mon, 3. Apr. 2017 [09:15] - Mon, 3. Jul. 2017 [10:45]	43 97	
04-003-1101.SE02b Sprachgeschichte b Dr. Volker Hertel Mon, 3. Apr. 2017 [11:15] - Mon, 3. Jul. 2017 [12:45]	43 43	

Check and confirm the information shown next ("Next", "Submit").

If your deregistration was successful, the following message will appear:

Module cancellation

Note:
Your cancellation has been successful.

[Back to registration](#)

No. 04-003-1101

Name Introduction to German Linguistics

Studies Ägyptologie, Bachelor of Arts (PO 2006)

No.	Name Time period	Exam (Weighting)	Date
Registration group: Wahlbereich Germanistik (Veranstaltungswahl)			
04-003-1101	Introduction to German Linguistics	Klausur (1)	1.Date (14.07.17 13:00, Room Audimax)
		Klausur (1)	1.Date (13.02.17 09:30)

Corequisites

04-003-1101.SE01a	Einführung in die Sprachwissenschaft a Mon, 10. Oct. 2016 [09:15] - Mon, 30. Jan. 2017 [10:45]
04-003-1101.VL01	Kommunikation/Variation Tue, 11. Oct. 2016 [09:15] - Tue, 31. Jan. 2017 [10:45]
04-003-1101.SE02a	Sprachgeschichte a Mon, 3. Apr. 2017 [09:15] - Mon, 3. Jul. 2017 [10:45]

If at this point you are shown an error message, please contact the study office of the faculty offering the module.

3.2 Cancelling your registration for individual courses (only applies to the study programmes Protestant Theology (Kirchliches Examen and Diplom) and Law)

On the study programmes Protestant Theology (Kirchliches Examen and Diplom) and Law, you may cancel your registration for individual courses.

To do this, click on the "Studies" tab and then "Registration" in the list on the left. Navigate the tree structure until you reach the necessary course.

UNIVERSITÄT LEIPZIG

Home page Application Course Catalogue **Studies** Messages Account Help

AlmaWeb campus management system

Name: Student10 TEST [Deutsch](#) [log out](#)

Classes

- Registration**
- Registration status
- Timetable
- Modules
- My classes
- Specialisation

Exams

- Registration
- My exams
- Module results
- Exam results
- Overview of grades

Re-registration

- Past direct debits
- Create direct debit

Blocks

Documents

Registration for modules and courses

i

In this section you can manage your module registrations, e.g. you can register for modules or sign out from them.

A note on how to cancel modules:

You need to take the following steps: browse your studies below until the module in question is listed > *cancel* (=button next to the module title, **background colour: grey**)

Please do not sign out from individual classes, rather cancel the module as a whole (cf. instructions above).
In case you need to cancel single classes, please contact your Studienbüro for further advice.
Exception: If you study Protestant Theology (Ecclesiastical Examination or Diplom), you may use the option of signing out from classes online.

Rechtswissenschaft, Staatsexamen (PO 2015) >

- [Zwischenprüfung](#)
- [Grundlagenfach](#)
- [Vorlesungen 4.-6. FS](#)
- [Übung für Fortgeschrittene](#)
- [Zulassungseminar](#)

In order to cancel your registration for that particular course, click on the red *Cancel* button.

[Rechtswissenschaft, Staatsexamen \(PO 2015\)](#) > [Vorlesungen 4.-6. FS](#) > [4. FS](#)

Course offering Instructors Time period Registration group Location	Reg. deadl. Max. Reg.part.	
02-JUR-BR4.VL01 Erbrecht Prof. Dr. Reinhard Welter Tue, 4. Apr. 2017 [15:15] - Wed, 28. Jun. 2017 [14:45] L	08.07.2017 - 181	Register
02-JUR-BR4.VL02 Arbeitsrecht I Prof. Dr. Burkhard Boemke Mon, 3. Apr. 2017 [08:15] - Mon, 3. Jul. 2017 [10:45] L	08.07.2017 - 179	Register
02-JUR-BR4.VL03 Handels- und Gesellschaftsrecht Prof. Dr. Tim Drygala Tue, 4. Apr. 2017 [09:15] - Tue, 4. Jul. 2017 [10:45] L	08.07.2017 - 175	Cancel
02-JUR-BR4.VL04 Zivilprozessrecht I Prof. Dr. Ekkehard Becker-Eberhard Wed, 5. Apr. 2017 [09:15] - Th, 6. Jul. 2017 [12:45] L	08.07.2017 - 176	Register
02-JUR-SR4.VL01 Strafrecht IV Prof. Dr. Diethelm Kleszczewski Tue, 4. Apr. 2017 [11:15] - Tue, 4. Jul. 2017 [12:45] L	08.07.2017 - 181	Register

Check and confirm the information shown next ("Next", "Submit").

If your deregistration was successful, the following message will appear:

Course cancellation

Note:
Your cancellation has been successful.

[Back to registration](#)


No.	02-JUR-BR4.VL03
Name	Handels- und Gesellschaftsrecht
Studies	Rechtswissenschaft, Staatsexamen (PO 2015)

No.	Name Time period	Exam (Weighting)	Date
02-JUR-BR4.VL03	Handels- und Gesellschaftsrecht Tue, 4. Apr. 2017 [09:15] - Tue, 4. Jul. 2017 [10:45]		

If at this point you are shown an error message, please contact the study office of the faculty offering the module.

4. Help and contact

The *Help* tab has a *Contact* section, which includes links to the individual study offices. They can assist you if you have questions concerning your studies/curriculum or about AlmaWeb. In addition, the *Guides* section contains a number of other detailed click-by-click guides.



UNIVERSITÄT
LEIPZIG

Home page Application Course Catalogue Studies Messages Account **Help**

Name: Student10 TEST

Contact
Guides
FAQ for applicants
FAQ for students
Video help
Privacy

Help

Please make a selection from the menu.