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

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

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 (1\textsuperscript{st} module semester), please proceed as described in Section 2 (standard cases).

In order to unsubscribe during the second half of the module (2\textsuperscript{nd} 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.
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.
Check and confirm the information shown next ("Next", "Submit").

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

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

Check and confirm the information shown next ("Next", "Submit").
If your deregistration was successful, the following message will appear:

![Course cancellation](image)

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.