



UNIVERSITÄT  
LEIPZIG

AlmaWeb  
campus management system

# Click-by-click guide for students: Module deregistration

Last updated: 11/11/21

Issued by: Sachgebiet Studienkoordination

[studienkoordination@uni-leipzig.de](mailto: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.

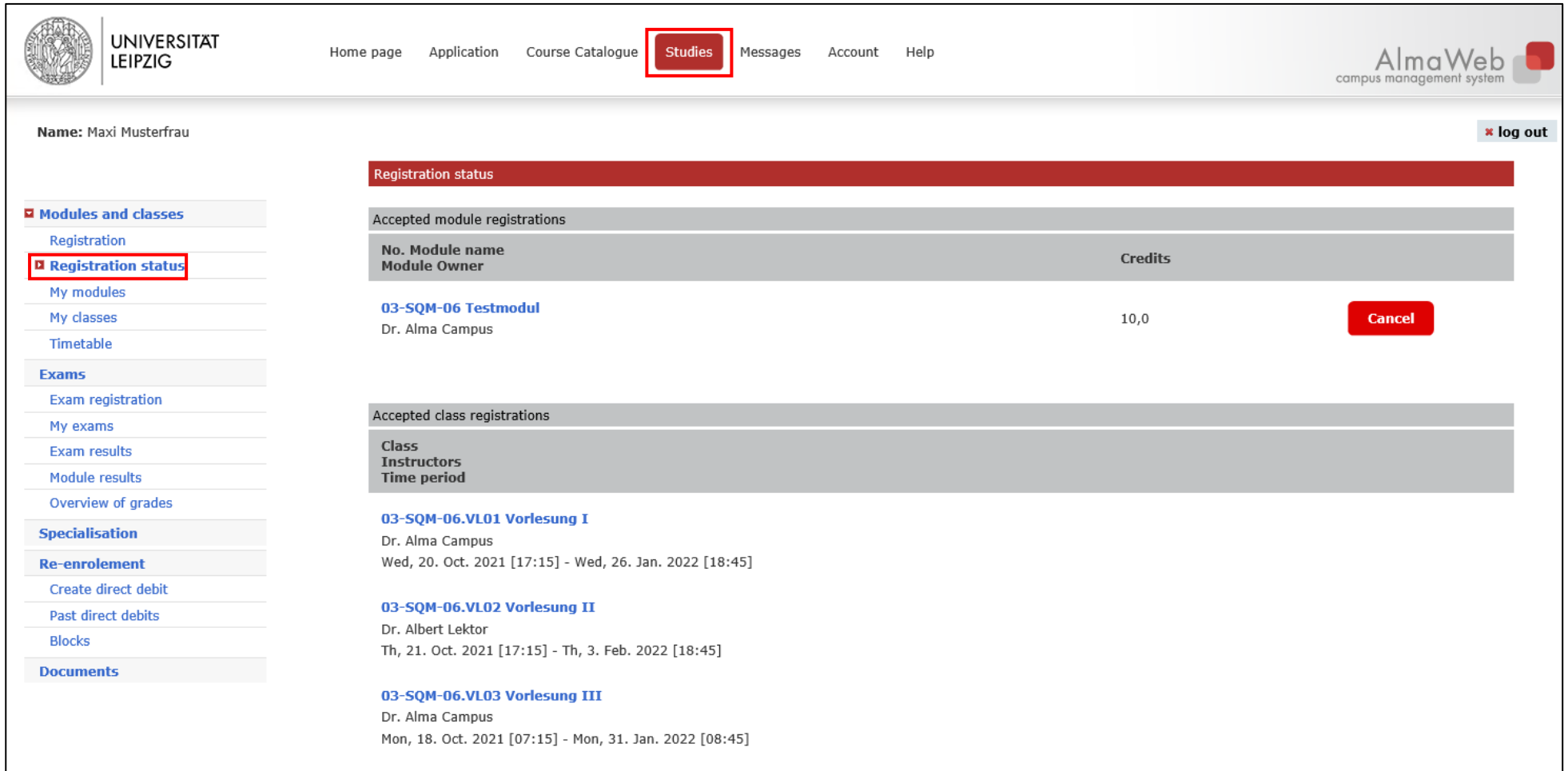
## Module registration via the TOOL registration system:

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 displays the AlmaWeb campus management system interface. At the top left is the University of Leipzig logo and name. The navigation menu includes 'Home page', 'Application', 'Course Catalogue', 'Studies' (highlighted with a red box), 'Messages', 'Account', and 'Help'. The user's name 'Maxi Musterfrau' is shown at the top right, along with a 'log out' button. The left sidebar contains a menu with 'Modules and classes' expanded, and 'Registration status' selected (highlighted with a red box). The main content area is titled 'Registration status' and is divided into two sections: 'Accepted module registrations' and 'Accepted class registrations'. The 'Accepted module registrations' section contains a table with columns for 'No.', 'Module name', 'Module Owner', and 'Credits'. A red 'Cancel' button is visible next to the first entry. The 'Accepted class registrations' section lists three classes with their respective instructors and time periods.

No.	Module name	Module Owner	Credits
03-SQM-06	Testmodul	Dr. Alma Campus	10,0

Class	Instructors	Time period
03-SQM-06.VL01	Vorlesung I	Dr. Alma Campus Wed, 20. Oct. 2021 [17:15] - Wed, 26. Jan. 2022 [18:45]
03-SQM-06.VL02	Vorlesung II	Dr. Albert Lektor Th, 21. Oct. 2021 [17:15] - Th, 3. Feb. 2022 [18:45]
03-SQM-06.VL03	Vorlesung III	Dr. Alma Campus Mon, 18. Oct. 2021 [07:15] - Mon, 31. Jan. 2022 [08:45]

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**

<b>No.</b>	03-SQM-06		
<b>Name</b>	Testmodul		
<b>Studies</b>	Afrikastudien, Bachelor of Arts (PO 2006)		

No.	Name Time period	Exam (Weighting)	Date
<b>Registration group:</b> Fakultätsübergreifende SQ (Veranstaltungswahl)			
03-SQM-06	Testmodul	Klausur (1)	1.Date (Open)

**Corequisites**

03-SQM-06.VL01	Vorlesung I Wed, 20. Oct. 2021 [17:15] - Wed, 26. Jan. 2022 [18:45]
03-SQM-06.VL02	Vorlesung II Th, 21. Oct. 2021 [17:15] - Th, 3. Feb. 2022 [18:45]
03-SQM-06.VL03	Vorlesung III Mon, 18. Oct. 2021 [07:15] - Mon, 31. Jan. 2022 [08:45]

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

After successful exam deregistration, you will also receive a system message, which you can access under the menu item "Messages". All messages from the AlmaWeb portal are also automatically forwarded to your [student e-mail](#) inbox.

### 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<sup>st</sup> module semester), please proceed as described in Section 2 (standard cases).




In order to unsubscribe during the second half of the module (2<sup>nd</sup> 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.

The screenshot shows the AlmaWeb campus management system interface for Universität Leipzig. The user is logged in as Maxi Musterfrau. The navigation menu includes Home page, Application, Course Catalogue, **Studies**, Messages, Account, and Help. The **Studies** tab is highlighted with a red box. The main content area is titled "Registration for modules and classes" and features a dropdown menu for "Further studies" with "Geschichte, Bachelor of Arts (PO 2006)" selected and a "Refresh" button. A blue information box provides instructions on registration and deregistration, noting that deregistration is only possible for 2-semester modules started in the last semester. A list of study programs is provided, including Evangelische Theologie and Rechtswissenschaft. Below this, a tree structure for "Geschichte, Bachelor of Arts (PO 2006)" is shown, with a red box highlighting the following options: Compulsory Area, Compulsory Elective Area, Elective Area of the Humanities and Social Sciences, Key Qualifications, Degree, and Additional Achievements. The left sidebar contains navigation links for Modules and classes, Registration, Exams, Specialisation, Re-enrolment, and Documents, with "Registration" highlighted by a red box.

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 1<sup>st</sup> half of the module will be void; any achievements so far will be lost.

Geschichte, Bachelor of Arts (PO 2006) > Compulsory Elective Area > Wahlpflichtplatzhalter 6		
Registration for modules and courses		
Course offering Instructors Time period Registration group Location	Reg. deadl. Max.   Reg.part.	
<b>03-HIS-0308 2-semester Testmodul</b> Dr. Alma Campus B.A. Geschichte Wahlpflicht 6	999   13	
03-HIS-0308.KQ01 Kolloquium <b>03-HIS-0308.KQ01 Kolloquium I</b> Dr. Alma Campus Fri, 30. Apr. 2021 [09:15] - Fri, 16. Jul. 2021 [12:45]	15   13	
<b>03-HIS-0308.KQ01 Kolloquium II</b> Dr. Albert Lektor	15   19	

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](#)

<b>No.</b>	03-HIS-0308
<b>Name</b>	2-semester Testmodul
<b>Studies</b>	Geschichte, Bachelor of Arts (PO 2006)

No.	Name Time period	Exam (Weighting)	Date
<b>Registration group:</b>			
<b>B.A. Geschichte Wahlpflicht 6</b>			
03-HIS-0308	2-semester Testmodul	Projektarbeit (1)	1.Date (Open)

<b>Corequisites</b>	
03-HIS-0308.KQ01	Kolloquium I Fri, 30. Apr. 2021 [09:15] - Fri, 16. Jul. 2021 [12:45]
03-HIS-0308.KQ01	Kolloquium II

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

After successful exam deregistration, you will also receive a system message, which you can access under the menu item "Messages". All messages from the AlmaWeb portal are also automatically forwarded to your [student e-mail](#) inbox.

### 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.

The screenshot displays the AlmaWeb campus management system interface. At the top left is the logo of UNIVERSITÄT LEIPZIG. The navigation menu includes 'Home page', 'Application', 'Course Catalogue', 'Studies' (highlighted with a red box), 'Messages', 'Account', and 'Help'. The user's name is 'Maxi Musterfrau' and there is a 'log out' button. The main content area is titled 'Registration for modules and classes'. Below this, there is a section for 'Further studies' with a dropdown menu set to 'Rechtswissenschaft, Staatsexamen (PO 2015)' and a 'Refresh' button. A blue box contains a 'Note for registration and deregistration of modules and classes' with instructions on how to find out if registration is provided and how to deregister. Below the note, a list of courses is shown under the selected program, with 'Rechtswissenschaft, Staatsexamen (PO 2015)' highlighted and a list of sub-courses: Zwischenprüfung, Grundlagenfach, Vorlesungen 4.-6. FS, Übungen für Fortgeschrittene, Zulassungsseminar, Schlüsselqualifikation, Sprachschein, and Vorlesungen Schwerpunktbereich.

**Name:** Maxi Musterfrau ✖ log out

**Navigation:** Home page | Application | Course Catalogue | **Studies** | Messages | Account | Help

**AlmaWeb** campus management system

**Registration for modules and classes**

Further studies

Studies: Rechtswissenschaft, Staatsexamen (PO 2015) Refresh

On this page you can register and deregister for modules or events, if your program of study provides for this.

**Note for registration and deregistration of modules and classes:**

To find out whether **registration** via AlmaWeb is provided for your study program, please refer to the page on [module registration](#) or that of your [Study Office](#).

For **deregistration** of modules please go via the menu item "Registration status".

Using the navigation below, it is only possible to deregister from **2-semester modules** that you started in the last semester.

In addition, for the study programs

- Evangelische Theologie (Kirchliches Examen or Diplom) and
- Rechtswissenschaft (Staatsexamen)

the **deregistration from individual classes** is possible here.

To do so, navigate to the appropriate job in the desired degree program.

**Rechtswissenschaft, Staatsexamen (PO 2015) >**

- Zwischenprüfung
- Grundlagenfach
- Vorlesungen 4.-6. FS
- Übungen für Fortgeschrittene
- Zulassungsseminar
- Schlüsselqualifikation
- Sprachschein
- Vorlesungen Schwerpunktbereich



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

Rechtswissenschaft, Staatsexamen (PO 2015) > Übungen für Fortgeschrittene > Bürgerliches Recht

- [Hausarbeit für Fortgeschrittene](#)
- [Klausur für Fortgeschrittene](#)

Registration for modules and courses

Course offering	Reg. deadl.
<b>Instructors</b>	<b>Max.   Reg. part.</b>
<b>Time period</b>	
<b>Registration group</b>	
<b>Location</b>	
<b>02-JUR-BR.ÜB01 Exercises in Civil Law (Advanced)</b>	
Prof. Dr. Karla Campus	31.03.2022
Tue, 12. Oct. 2021 [13:00] - Tue, 1. Feb. 2022 [15:00]	-   124
L	

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-BR.ÜB01  
**Name** Exercises in Civil Law (Advanced)  
**Studies** Afrikastudien, Bachelor of Arts (PO 2006)

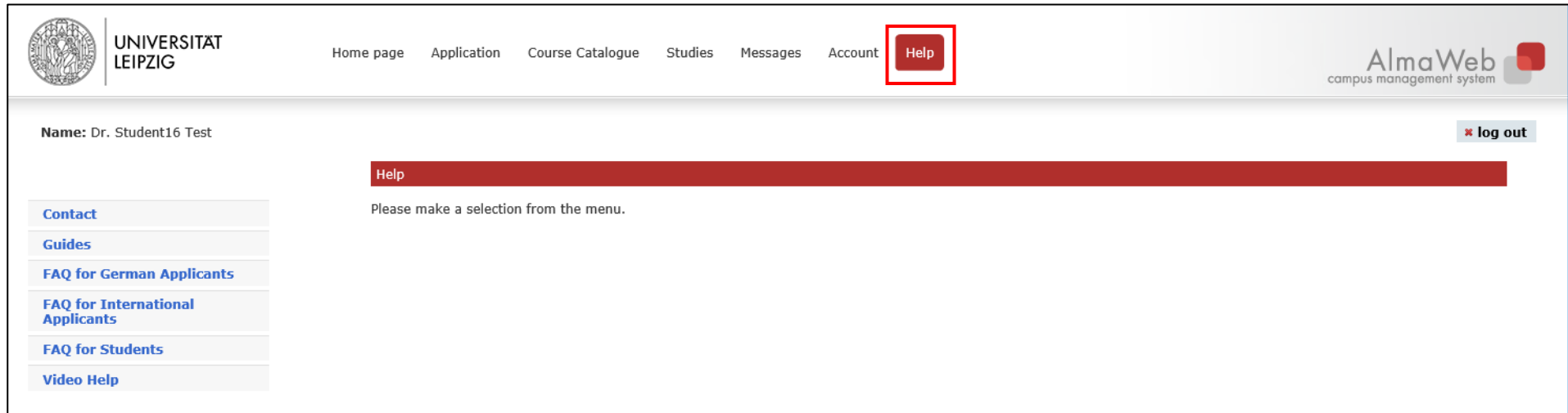
No.	Name Time period	Exam (Weighting)	Date
02-JUR-BR.ÜB01	Exercises in Civil Law (Advanced) Tue, 12. Oct. 2021 [13:00] - Tue, 1. Feb. 2022 [15:00]		

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

After successful exam deregistration, you will also receive a system message, which you can access under the menu item "Messages". All messages from the AlmaWeb portal are also automatically forwarded to your [student e-mail](#) inbox.

## 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.



The screenshot displays the AlmaWeb user interface. At the top left is the logo of UNIVERSITÄT LEIPZIG. The navigation menu includes links for Home page, Application, Course Catalogue, Studies, Messages, Account, and Help (highlighted with a red box). The AlmaWeb logo and 'campus management system' are in the top right. Below the navigation, the user's name 'Name: Dr. Student16 Test' is shown, along with a 'log out' button. A red bar highlights the 'Help' tab, and below it, the text 'Please make a selection from the menu.' is displayed. On the left side, there is a vertical menu with links for Contact, Guides, FAQ for German Applicants, FAQ for International Applicants, FAQ for Students, and Video Help.