

## Student registration process

You log in here with your university ID and password:

<https://service.uni-muenster.de/go>

To book courses and register for examinations and coursework, go to the online course catalogue (click on “Course catalogue”)

Note: You can change the language in a selection field at the top right after logging in.

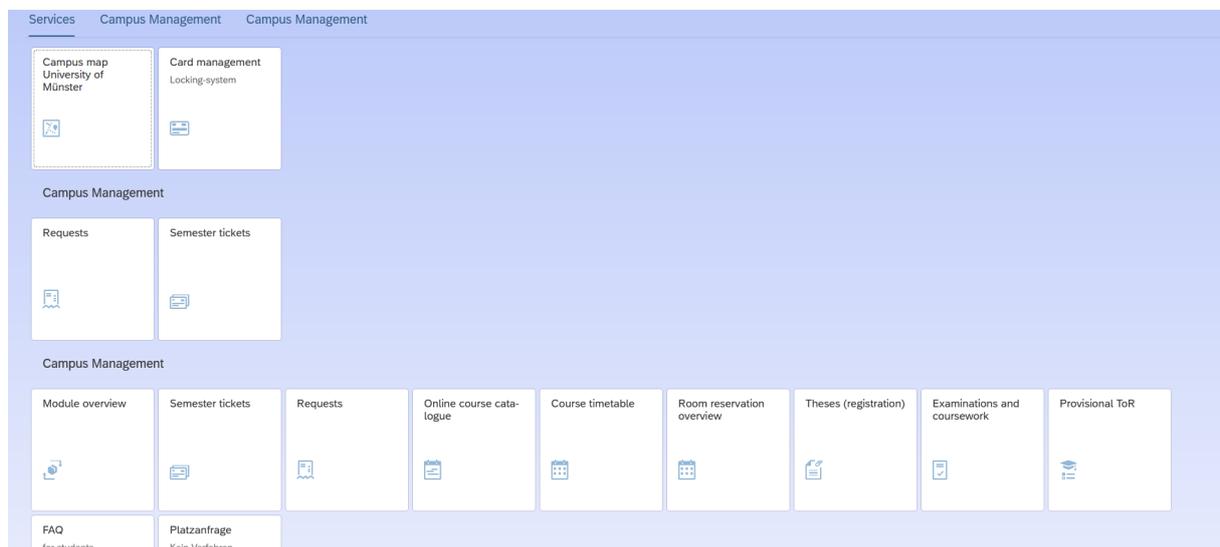
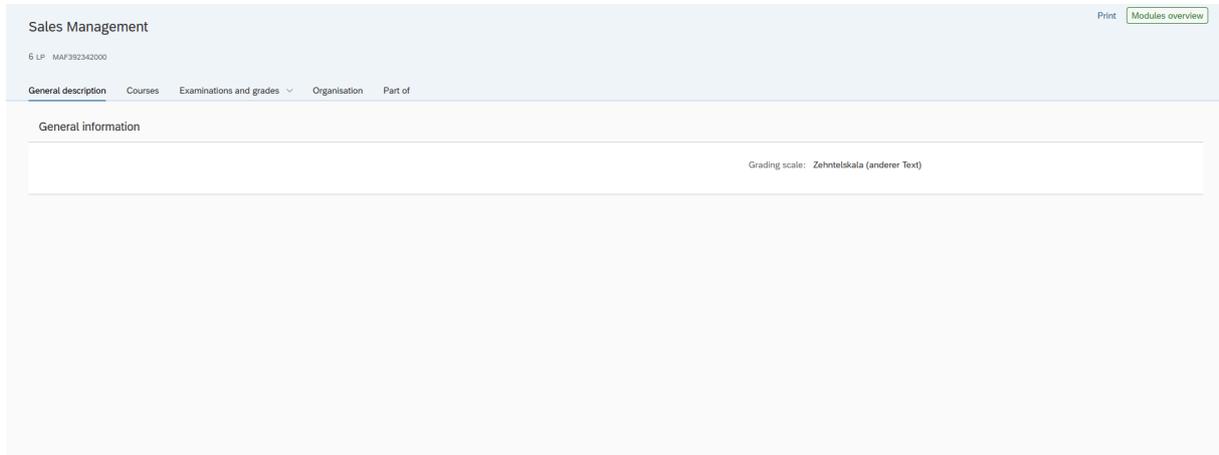


Figure 1: Fiori Interface

You then click through your degree programme structure to the module you want to take.



- Organisation
- Part of



Sales Management Print Modules overview

6 LP MAF392342000

General description Courses Examinations and grades Organisation Part of

General information

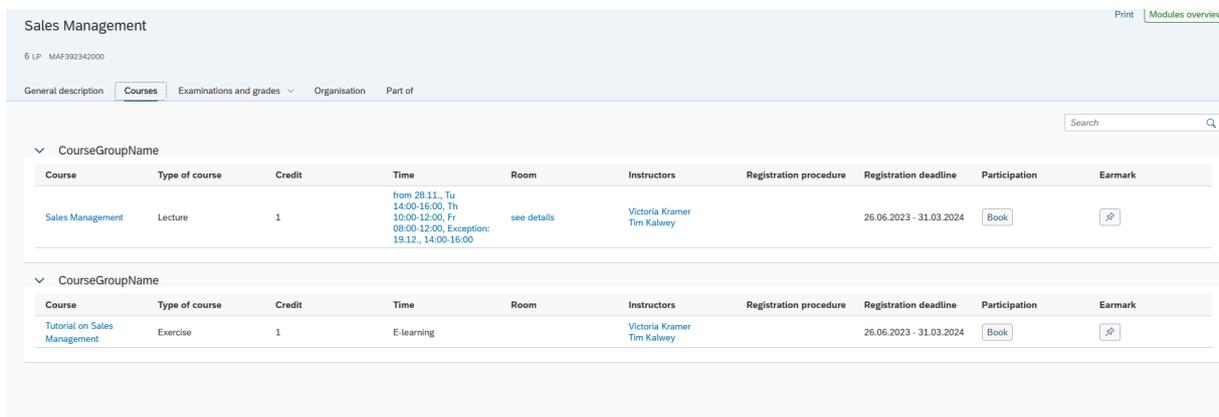
Grading scale: Zehntelskala (anderer Text)

Figure 4: Access module

In order to complete a module in full, you must first book all the necessary courses and then register for and pass the necessary examinations and coursework.

Booking the courses:

Click on the Courses tab. This will take you to the courses offered within the module.



Sales Management Print Modules overview

6 LP MAF392342000

General description Courses Examinations and grades Organisation Part of

Search

Course	Type of course	Credit	Time	Room	Instructors	Registration procedure	Registration deadline	Participation	Earmark
Sales Management	Lecture	1	from 28.11., Tu 14:00-16:00, Th 10:00-12:00, Fr 08:00-12:00, Exception: 19.12., 14:00-16:00	see details	Victoria Kramer Tim Kalwey		26.06.2023 - 31.03.2024	Book	
Tutorial on Sales Management	Exercise	1	E-learning		Victoria Kramer Tim Kalwey		26.06.2023 - 31.03.2024	Book	

Figure 5: Courses of the module

Usually, our modules consist of two parts - a lecture and an exercise. You must book both parts, i.e. the desired course in the Participation column for both the lecture and the exercise. If the booking was successful, you will immediately receive a success message. The corresponding courses can now only be De-registered as long as no examination has been registered for this course.

Sales Management Print | [Modules overview](#)

6 LP MAF392342000

General description **Courses** Examinations and grades Organisation Part of

Search

CourseGroupName

Course	Type of course	Credit	Time	Room	Instructors	Registration procedure	Registration deadline	Participation	Earmark
Sales Management	Lecture	1	from 28.11., Tu 14:00-16:00, Th 10:00-12:00, Fr 08:00-12:00, Exception: 19.12., 14:00-16:00	<a href="#">see details</a>	Victoria Kramer Tim Kalwey		26.06.2023 - 31.03.2024	<a href="#">De-register</a>	<a href="#">✕</a>

CourseGroupName

Course	Type of course	Credit	Time	Room	Instructors	Registration procedure	Registration deadline	Participation	Earmark
<a href="#">Tutorial on Sales Management</a>	Exercise	1	E-learning		Victoria Kramer Tim Kalwey		26.06.2023 - 31.03.2024	<a href="#">Book</a>	<a href="#">✕</a>

Figure 6: Course booked

Registration for an examination or coursework:

Clicking on the “Examinations and Grades” tab takes you to an overview page of the Examinations and Coursework to be completed.

Sales Management Print | [Modules overview](#)

6 LP MAF392342000

General description Courses **Examinations and grades** Organisation Part of

DEGREE-RELEVANT EXAMINATIONS

Search  [Q](#) [My](#)

Course Examination - Sales Management

Part of a module	Course	Category	Registration deadline	De-registration deadline	Credit	Type of examination	Examiner	Date	Room	Status	Registration for an examination	Earmark
Sales Management												
	<a href="#">Sales Management</a>		23.10.2023 - 19.12.2023	23.10.2023 - 09.01.2024	2,5	written examination	Victoria Kramer			Not booked	<a href="#">Register</a>	<a href="#">✕</a>

Course Examination - Tutorial on Sales Management

Part of a module	Course	Category	Registration deadline	De-registration deadline	Credit	Type of examination	Examiner	Date	Room	Status	Registration for an examination	Earmark
Tutorial on Sales Management												
	<a href="#">Tutorial on Sales Management</a>		23.10.2023 - 19.12.2023	23.10.2023 - 09.01.2024	1,5	group work	Victoria Kramer			Not booked	<a href="#">Register</a>	<a href="#">✕</a>

REQUIRED COURSEWORK

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Only degree-relevant examinations can be completed in this module.

Figure 7: Registration without booked course

Here you will find a list of all examinations to be taken in the upper section and all coursework in the lower section of the page. In addition, you will be shown the data for the examinations and coursework (i.e. category, registration and de-registration deadlines, CP, date, time, room, type of examination, examiner) if already stored.

By clicking on the Register button, you can register the desired examination and/or coursework.

Please note: Examinations relating to courses (examination for ‘Course in selected module’) can only be registered for if the courses have been booked in advance (participation status: booked). In the following illustration, the Sales Management course is booked and the tutorial is not. You can therefore register for the exam for Sales Management

Sales Management Print Modules overview

6 LP MAF392342000

General description Courses **Examinations and grades** Organisation Part of

### DEGREE-RELEVANT EXAMINATIONS

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▼ Course Examination - Sales Management

Part of a module	Course	Category	Registration deadline	De-registration deadline	Credit	Type of examination	Examiner	Date	Room	Status	Registration for an examination	Earmark
Sales Management												
	Sales Management		23.10.2023 - 19.12.2023	23.10.2023 - 09.01.2024	2.5	written examination	Victoria Kramer			Booked	<a href="#">Register</a>	<a href="#">✕</a>

▼ Course Examination - Tutorial on Sales Management

Part of a module	Course	Category	Registration deadline	De-registration deadline	Credit	Type of examination	Examiner	Date	Room	Status	Registration for an examination	Earmark
Tutorial on Sales Management												
	Tutorial on Sales Management		23.10.2023 - 19.12.2023	23.10.2023 - 09.01.2024	1.5	group work	Victoria Kramer			Not booked	<a href="#">Register</a>	<a href="#">✕</a>

### REQUIRED COURSEWORK

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Only degree-relevant examinations can be completed in this module.

Figure 8: Registration with booked course

When you click on the Log in button, a message appears that must be confirmed:

Important Information

### Important information on the electronic registration and de-registration process for degree-relevant coursework and examinations

(Please confirm at the end of the page that you have read the information given on this page by clicking on the button Accept.) You must be enrolled at the University of Münster in order to be entitled to register via the web-based self-service platform SLcM. In addition, all requirements listed in the examination regulations for your degree programme must be met if you wish to register for degree-relevant coursework and examinations. During the registration phase, you can de-register from coursework and examinations without having to state a reason. If you wish to de-register, please use the SLcM portal. Please note that for final module examinations there may be other deadlines and procedures to register for and de-register. For more details, please see the website of your Examinations Office. In some degree programmes, there may also be different registration and de-registration deadlines for other coursework and examinations. For more details, please also see the website of your Examinations Office. After the registration phase, you may only withdraw from an examination for a serious reason. Withdrawal for such a valid reason means that the student is treated as if he/she had not registered for the examination in question at all. Withdrawal without a valid reason, however, means that the examination is graded as a fail (5.0).

Please keep in mind that a withdrawal for a valid reason will only be accepted if it is applied for immediately (as quickly as possible). This means that the Examinations Office has to be notified at the latest on the working day following the examination and proof of the serious reason has to be provided three working days after the degree-relevant examination at the latest.

If you could not take the examination due to illness, you have to submit a medical certificate (ärztliches Attest) to the Examinations Office. If you do not initially inform the Examinations Office by phone, this medical certificate may only be submitted later than three working days after the degree-relevant examination if you can prove that you were not responsible for the delay (e.g. because you were hospitalised and unconscious). If you send the medical certificate by post, the date of the postmark must be clearly legible. The medical certificate must be dated on the day of the examination at the latest or, if a valid reason is stated, one day after the missed examination.

Please note: Lecturers and examiners cannot register or de-register you for examinations after the registration phase has ended. Therefore it is absolutely necessary that you register each semester for all examinations you wish to take before the registration phase ends. If you fail to register for examinations or coursework in time, the Examinations Office cannot register you or enter grades for that semester either. This is also the case for past semesters and for hardship cases in past semesters.

**Only examinations and coursework for which you registered can be processed! If you do not register in time, you will have to re-take the examination or coursework.**

You may not forward your password to third parties. Please change your password as soon as you have received your personalised login details.

Please note: You can only continue after having clicked on the button "Accept". To continue, please left-click on "Next" and proceed by selecting the category required.

University of Münster

<p><b>on behalf of the Examinations Office I</b></p> <p>Dr. Maria Wernsmann</p>	<p><b>on behalf of the Examinations Office for Mathematics and the Natural Sciences</b></p> <p>Dr. Bettina Hiller</p>	<p><b>on behalf of the Examinations Examination Board of the School of Business and Economics</b></p> <p>Maik Rösler</p>
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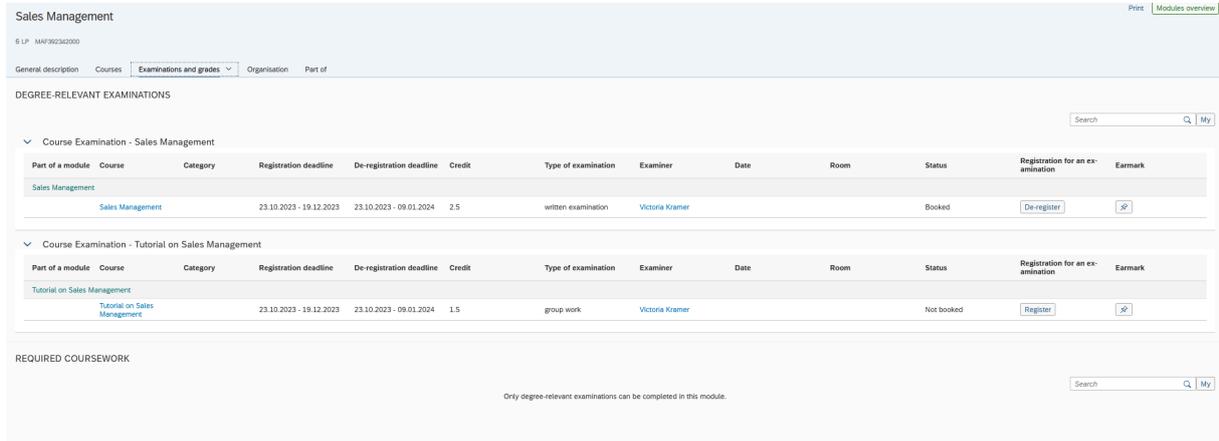
By clicking on the button "Accept", you confirm that you have read the above information and agree to the electronic storage of your data for the purposes of examination administration.

[Confirm](#) [Cancel](#)

Figure 9: Important information

By checking the checkbox and clicking on Confirm, the registration is completed.

The examination now appears as registered, i.e. it can only be de-registered:



**Sales Management** Print [Modules overview](#)

6 LP MAF3923K000

General description Courses **Examinations and grades** Organisation Part of

DEGREE-RELEVANT EXAMINATIONS Search  [Q](#) [My](#)

Course Examination - Sales Management

Part of a module	Course	Category	Registration deadline	De-registration deadline	Credit	Type of examination	Examiner	Date	Room	Status	Registration for an examination	Earmark
Sales Management	Sales Management		23.10.2023 - 19.12.2023	23.10.2023 - 09.01.2024	2.5	written examination	Victoria Kramer			Booked	<input type="button" value="De-register"/>	<input type="button" value="⊗"/>

Course Examination - Tutorial on Sales Management

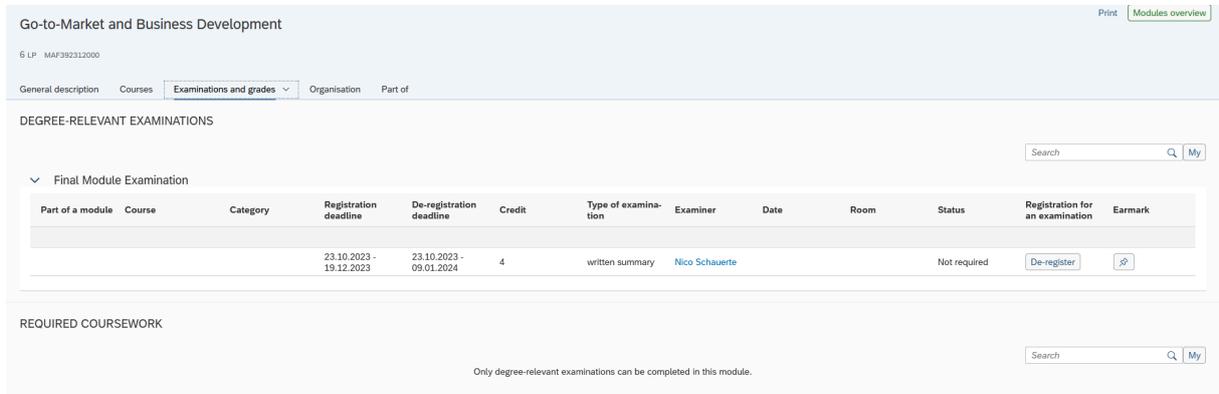
Part of a module	Course	Category	Registration deadline	De-registration deadline	Credit	Type of examination	Examiner	Date	Room	Status	Registration for an examination	Earmark
Tutorial on Sales Management	Tutorial on Sales Management		23.10.2023 - 19.12.2023	23.10.2023 - 09.01.2024	1.5	group work	Victoria Kramer			Not booked	<input type="button" value="Register"/>	<input type="button" value="⊗"/>

REQUIRED COURSEWORK Search  [Q](#) [My](#)

Only degree-relevant examinations can be completed in this module.

Figure 10: Successful registration

Final module examinations can also be registered for without a booked course. However, the module will not be completed if the course is not booked, even if the examination is passed. Below you can see a registered final module examination and the participation status 'not required'.



**Go-to-Market and Business Development** Print [Modules overview](#)

6 LP MAF3923L000

General description Courses **Examinations and grades** Organisation Part of

DEGREE-RELEVANT EXAMINATIONS Search  [Q](#) [My](#)

Final Module Examination

Part of a module	Course	Category	Registration deadline	De-registration deadline	Credit	Type of examination	Examiner	Date	Room	Status	Registration for an examination	Earmark
			23.10.2023 - 19.12.2023	23.10.2023 - 09.01.2024	4	written summary	Nico Schauerte			Not required	<input type="button" value="De-register"/>	<input type="button" value="⊗"/>

REQUIRED COURSEWORK Search  [Q](#) [My](#)

Only degree-relevant examinations can be completed in this module.

Figure 11: Registration of a final module examination