

JOHANNES GUTENBERG  
UNIVERSITÄT MAINZ



Department of Business & Economics

# Registering for Exams (via Jogustine)

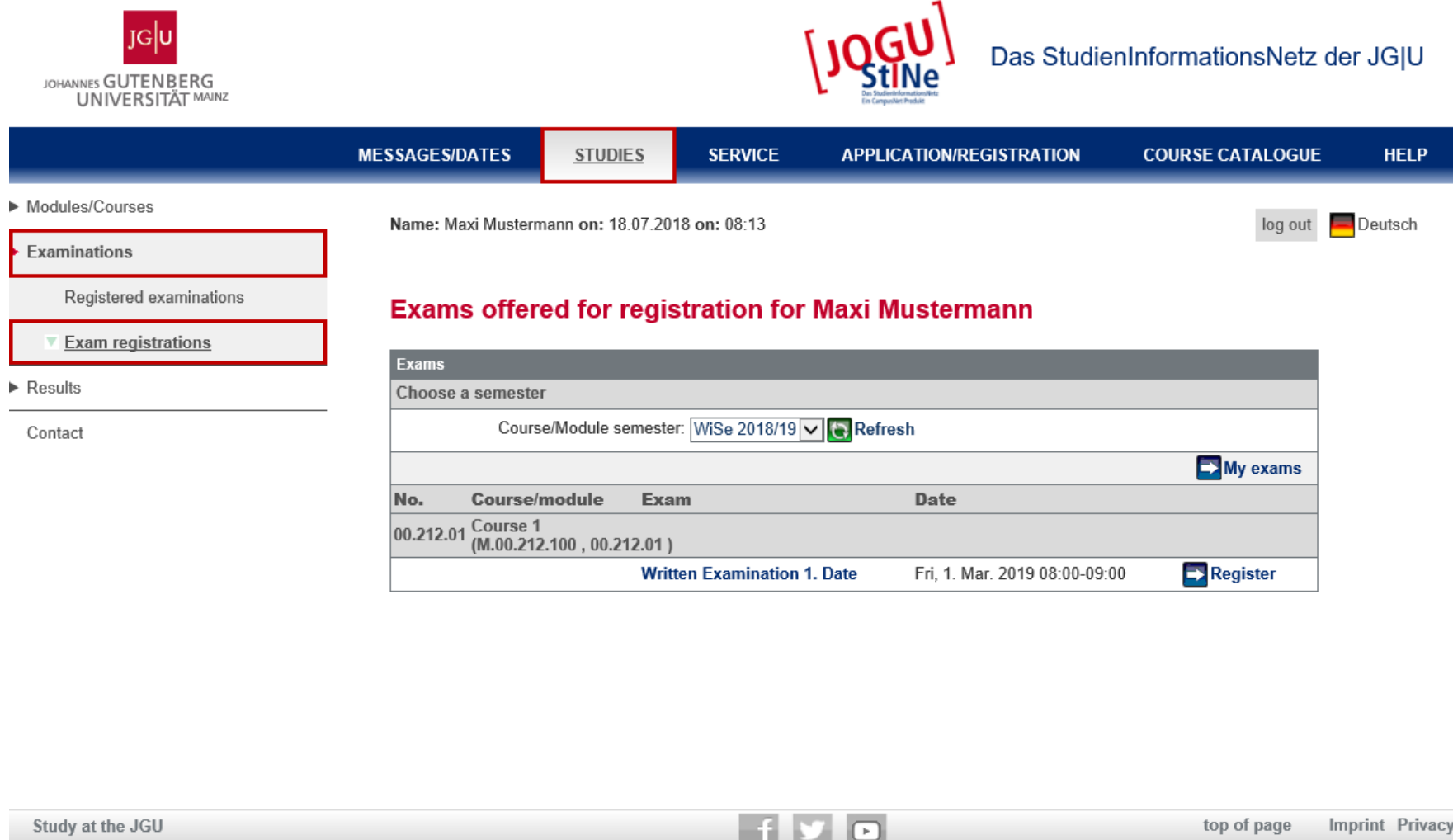
- You have to register for exams via *Jogustine* <https://jogustine.uni-mainz.de/> during the registration period <https://info.jogustine.en.uni-mainz.de/registration-periods/exam-registration-periods/>
- If you have registered for a module/course via *Jogustine*, you are not automatically registered for the corresponding exam. Also, the Study Office does not automatically register you for any exams.
- You can also deregister from exams via *Jogustine* during the registration period.
- In order to use *Jogustine* for exam registration purposes, a student account (username and password) and transaction numbers (TANs) are required.
- In case you have not received the letter containing your account details and your transaction numbers, please request a replacement TAN list here: <https://info.jogustine.en.uni-mainz.de/replacement-tan-list-students/>
- If you have any problems with completing the registration or de-registration procedure, please contact [fb03-international@uni-mainz.de](mailto:fb03-international@uni-mainz.de) within the registration period.



# How to register for an exam?



After logging in, select **Studies** in the top menu bar, then click on **Examinations** on the left and then on **Exam Registration**.



The screenshot shows the JOGU StINE website interface. At the top left is the logo for Johannes Gutenberg Universität Mainz. To the right is the logo for JOGU StINE, with the text "Das StudienInformationsNetz der JGU". Below the logos is a dark blue navigation bar with the following menu items: MESSAGES/DATES, STUDIES (highlighted with a red box), SERVICE, APPLICATION/REGISTRATION, COURSE CATALOGUE, and HELP. On the left side, there is a sidebar menu with the following items: Modules/Courses, Examinations (highlighted with a red box), Registered examinations, Exam registrations (checked and highlighted with a red box), Results, and Contact. The main content area displays the user's name: "Name: Maxi Mustermann on: 18.07.2018 on: 08:13" and a "log out" button with a German flag icon. Below this is the heading "Exams offered for registration for Maxi Mustermann". A table titled "Exams" is shown, with a "Choose a semester" section containing a dropdown menu set to "WiSe 2018/19" and a "Refresh" button. Below the dropdown is a "My exams" button. The table has the following columns: No., Course/module, Exam, and Date. The first row shows "00.212.01 Course 1 (M.00.212.100 , 00.212.01 )" with a "Written Examination 1. Date" exam scheduled for "Fri, 1. Mar. 2019 08:00-09:00" and a "Register" button.

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MESSAGES/DATES **STUDIES** SERVICE APPLICATION/REGISTRATION COURSE CATALOGUE HELP

► Modules/Courses

Examinations

Registered examinations

▼ Exam registrations

► Results

Contact

Name: Maxi Mustermann on: 18.07.2018 on: 08:13 log out Deutsch

**Exams offered for registration for Maxi Mustermann**

Exams

Choose a semester

Course/Module semester: WiSe 2018/19 Refresh

My exams

No.	Course/module	Exam	Date
00.212.01	Course 1 (M.00.212.100 , 00.212.01 )	Written Examination 1. Date	Fri, 1. Mar. 2019 08:00-09:00

Register

Study at the JGU

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All exams for which you can currently register or for which you have already registered are listed here for each semester. To register for an exam, first select the corresponding semester and then click on the blue *Register* button next to the exam.

► Modules/Courses

► Examinations

Registered examinations

▼ Exam registrations




► Results

Contact

Name: Maxi Mustermann on: 18.07.2018 on: 08:13

log out  Deutsch

### Exams offered for registration for Maxi Mustermann

Exams			
Choose a semester			
Course/Module semester: <input type="text" value="WiSe 2018/19"/> 			
			
No.	Course/module	Exam	Date
00.212.01	Course 1 (M.00.212.100 , 00.212.01 )		
		Written Examination 1. Date	Fri, 1. Mar. 2019 08:00-09:00
			

# Entering a TAN to confirm the exam registration

► Modules/Courses

► Examinations

Registered examinations

▼ Exam registrations

► Results

Contact

Name: Maxi Mustermann on: 18.07.2018 on: 08:13

log out  Deutsch

## Exam registration

### Note:

Please check the registration data below. Confirm to register.

<b>No.</b>	00.212.01		
<b>Name</b>	Course 1		
<b>In context of module</b>	M.00.212.100 Module I		
<b>Studies</b>	Test regulation		
<b>No.</b>	<b>Name</b>	<b>Exam (Weighting)</b>	<b>Date</b>
00.212.01	Course 1	Written Examination (100%)	1.Date (01.03.19   08:00, Room Room 11)

### Confirm

 Submit

Please enter a valid TAN from your TAN list.

# How to deregister from an exam?



You will receive a message that your exam registration was successful. When you then return to the exam registration, a deregistration button will appear next to the exam for which you are now registered (again only possible within the registration period).

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MESSAGES/DATES STUDIES SERVICE APPLICATION/REGISTRATION COURSE CATALOGUE HELP

► Modules/Courses

► Examinations

Registered examinations

▼ Exam registrations

► Results

Contact

Name: Maxi Mustermann on: 18.07.2018 on: 08:13 [log out](#) Deutsch

**Exam registration**

Note:  
Your registration has been successful. Please strike off the used TAN from your TAN list.

[← Back to exam registration](#)

No.	00.212.01		
Name	Course 1		
In context of module	M.00.212.100 Module I		
Studies	Test regulation		
No.	Name	Exam (Weighting)	Date
00.212.01	Course 1	Written Examination (100%)	1.Date (01.03.19   08:00, Room Room 11)

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MESSAGES/DATES STUDIES SERVICE APPLICATION/REGISTRATION COURSE CATALOGUE HELP

► Modules/Courses

► Examinations

Registered examinations

▼ Exam registrations

► Results

Contact

Name: Maxi Mustermann on: 18.07.2018 on: 08:13 [log out](#) Deutsch

**Exams offered for registration for Maxi Mustermann**

Exams

Choose a semester

Course/Module semester:  [Refresh](#)

[My exams](#)

No.	Course/module	Exam	Date
00.212.01	Course 1 (M.00.212.100 , 00.212.01 )	Written Examination 1. Date	Fri, 1. Mar. 2019 08:00-09:00 <a href="#">Unregister</a>

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