

Registration Manual - ILIAS Course and Examination Registration

Registration for International Students NOT from the faculty of Business and Economics

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Registration Form

Before you register, please read our <u>Course Guide</u> to see detailed course information as well as specific prerequisites.

Registration Deadline: 30th November for the winter term/ 31st of May for the summer term

Register before the deadline for courses and examination using our registration form in the Ilias Group "Exchange Students – Faculty of Business and Economics (Incomings)"

https://ilias.uni-marburg.de/goto.php?target=grp 1905764&client id=UNIMR

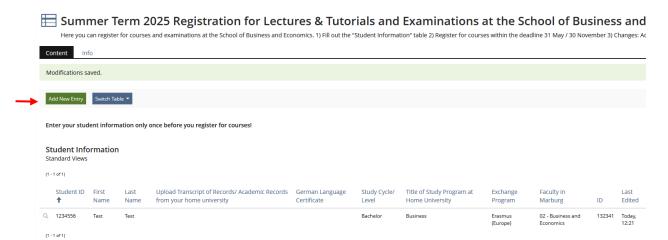
Forms

Choose the form for the term you wish to attend the courses. The form has two tables. Fill out the table in the following order

- 1. Students Information (only once)
- 2. Registration for Courses and Examination FB02 (for each course)

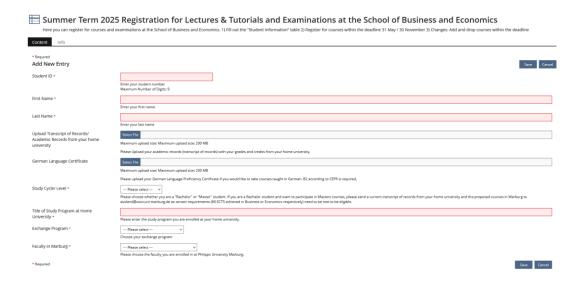
Registration Form: Student Information

Add a new entry to the table "Student Information"



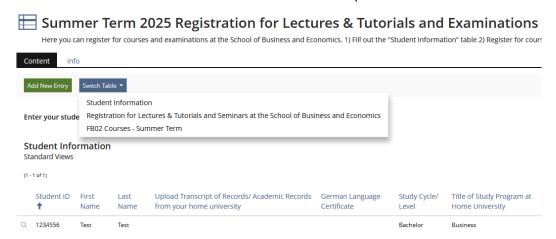


Fill out the form with your information and save your entry. You must upload a transcript of records, which will be used for admission check to specific courses with prerequisites.



Registration Form: Registration for Lectures and Examination FB02

Go to "Switch table" and choose "Registration for Lectures & Tutorials and Seminars at the School of Business and Economics" from the drop-down menu



Add a new entry to the table "Registration for Lectures & Tutorials and Seminars at the School of Business and Economics" for each course you want to register for.



Choose the course and examination period you wish to register for and select save.

Add New Entry Student Number Enter your student number Maximum Number of Digits: 9 Course --- Please select --Choose course Parallel Group --- Please select --Choose the parallel group for the exercise, if applicable Registration --- Please select --Register for the 1st Examination Period (February/ July) or line. See Semester Kalendar for dates and deadlines: http:

After you have saved your entry, the course will appear in your overview.

Admission Status and Overview

After having completed the form for all your courses, we will check your request and accept or reject your registration

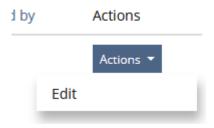
In the table "Registration for Lectures & Tutorials and Seminars at the School of Business and Economics", you will be able to see the status of your registration in the overview view as soon as we have processed the registration.





Change examination period or drop courses

Go to switch table choose the table "Registration for Lectures & Tutorials and Seminars at the School of Business and Economics" from the drop-down menu. Choose the course you wish to change. Select "Actions" and "Edit" in the overview.



Change the examination period or drop the course by setting the registration on cancelled. Save the changes afterwards.

The changes will appear in your overview.

Enter your student number Maximum Number of Digits: 9
Bachelor - Sustainability Man
Choose course
1st Parallelgroup 🗸
Choose the parallel group for t
1st Examination Period 🗸
Please select
1st Examination Period
2nd Examination Period
Cancel