Guide to module registration
for students
REGISTRATION IN TOOL

The address (URL) of the module registrations system TOOL is: https://tool.uni-leipzig.de/.

As a student, you will need the access data (university login and password) that you received upon enrollment. You can find information on this at: https://www.urz.uni-leipzig.de/dienste/uni-login/

SELECTION MENU

After successful login you will get to the TOOL start page. Various functions are available:
BOOK MODULES

Select the registration group in which you want to register and click on "Next". Registration groups combine modules that can be taken in a specific degree program or area.

You only have access to registration groups that are assigned to your degree program and are in the registration period. If the registration period has not yet started or has already ended, the registration groups are grayed out.

If you can not find the registration group you are looking for, even though the registration period has already started, please contact your study office (https://www.uni-leipzig.de/studienbueros).

The procedure for module registration differs in the "first-come first-served" and the "two-step booking" mechanisms.
FIRST-COME FIRST-SERVED MECHANISM

For first-come, first-served bookings, places are allocated in the chronological order of booking, i.e.: The first person to book the module gets the place.

Step 1: Module selection

1. Before choosing a module, please read the displayed instructions carefully.
2. By clicking on the blue highlighted module groups, the respective module offer is shown or hidden.
3. Select the modules you would like to register for.
4. Please note the minimum/maximum number of selectable modules specified behind "choose your modules".
5. If a module cannot be booked, it is grayed out. A short red note explains the reason for the non-availability.
6. Notes on the participation requirements can be found in the "prerequ" field. These are shown by mouseover above the symbol ☑.
To confirm the module selection, click "Next".

**Step 2: Course selection**

For the selected modules, you may still have to choose the courses in the booking details, e.g. if several parallel courses are offered.

1. **Before choosing a course, please read the displayed instructions carefully.**
2. **Note the minimum/maximum number of courses to be selected specified behind the course.**
3. **For courses without parallel groups, the allocation is already preset.**
4. **If there are no more places available in a parallel group, it will be grayed out and can no longer be selected.**
Before you complete the module booking by clicking the "Save" button, make sure that you meet all prerequisites for taking part in the modules.

TWO-STEP BOOKING MECHANISM (ELECTIVE AREA / SQ-MODULES)

In the two-step booking procedure, you must first prioritize a certain number of requests. The module places are allocated by algorithm. You have to confirm the modules that have been allocated to you in a second step.

**Step 1: Module selection**

Before choosing a module, please read the displayed instructions carefully.

By clicking on the blue highlighted module groups, the respective module offer is shown or hidden.

Select the modules you would like to register for.
4 Please note the minimum/maximum number of selectable modules specified behind "choose your modules".

5 If a module cannot be booked, it is grayed out. A short red note explains the reason for the non-availability.

6 Notes on the participation requirements can be found in the "prerequ" field. These are shown by mouseover above the symbol 🗒.

To confirm the module selection, click "Next".

**Step 2: Set priorities**

![Booking details](image)

For the selected modules you may have to enter further details in the booking details. Please refer to the instructions of the respective registration group.

Please set a priority for each module (1=highest priority ...). Each priority can be assigned only once.
Before you complete the module booking by clicking the "Save" button, make sure that you meet all prerequisites for taking part in the modules.

**MY BOOKINGS**

**Registration phase (all registration methods)**

After successfully saving the module selection (both in the first-come, first-served and two-step booking method), you will be automatically redirected to the "my bookings" page.

You can check your submitted module requests here and change or delete them as often as you like during the registration period.
If there are time overlaps between courses in your assignments, the courses in question will be displayed in red. More detailed information are shown by mouseover above the symbol ✍️.

For the evaluation of the booking statuses, please note the registration methods (first-come first-served or two-step booking method) on which the respective registration groups are based. After the end of the registration period, you are registered for modules and module exams on a first-come, first-served basis (status: "allocated"), the corresponding modules are highlighted in green. In the two-step booking method, the module places are allocated and a confirmation is necessary.

**Allocation phase (two-step booking method)**

In the two-step booking method, the module place allocation takes place after the end of the registration period. During this time, the status of your reservations is marked as "in processing". The booking requests can no longer be changed or deleted.

**Publication/Confirmation phase (two-step booking method)**

After the module allocations have been published, you can see which modules have been allocated to you.

In the elective area of Humanities and Social Sciences as well as in the Key Qualifications area you usually have to confirm the acceptance of an assigned module place by selecting the course via the menu item "book modules". In the optional help text you will find information about the procedure and the time frame in which you have to confirm.

If an allocated module place is not confirmed by you within the confirmation period, it is considered as not confirmed.
By confirming the allocated modules, you register bindingly for the module and the module examination. In your booking overview a new entry appears by the renewed module choice: Registration group "[...] Veranstaltungswahl", the status of the previous assigned module changes automatically from "allocated" to "confirmed".

### Module Registration: First-Come First-Served

<table>
<thead>
<tr>
<th>priority</th>
<th>number of module</th>
<th>title of module</th>
<th>contact person</th>
<th>status</th>
</tr>
</thead>
<tbody>
<tr>
<td>no</td>
<td>03-TWL-0306</td>
<td>Cultures of Theatre (10 cp, 1 semester)</td>
<td>Dr. Sebastian Hauck</td>
<td>allocated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>courses allocated: Seminar Theatralc Verfasstheit von Kultur(en) - 03-TWL-0306.SEO1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

During the confirmation phase you have the possibility to edit or delete your module and course registrations in the registration group "[...] Veranstaltungswahl".
Deregistration phase (all registration methods)

1. The deregistration of modules is possible either directly via TOOL or via AlmaWeb. For this purpose, please observe the instructions for online deregistration given in the booking overview.

2. If online deregistration is enabled in TOOL, you can change the module status from "allocated" to "not confirmed" within the displayed deregistration period to deregister from the module and module exam.

If online deregistration is not activated in TOOL, has already expired, or module registrations have already been exported to AlmaWeb, please refer to the pages of the relevant study office for information on deregistration modalities.
OPEN MODULE PLACES

The menu item “Open module places” informs you after the end of the module registration about remaining module places and the respective registration modalities.

Select the desired registration group and click on "Filter". In the column "Allocation details" you can see how the subsequent module allocation is organized.

COURSE CATALOGUE

The menu item opens the course catalog in AlmaWeb.
CONTACT AND LINKS

Contact
Questions about the online enrollment system TOOL
via the contact function in TOOL

Links
Information around the module registration
https://www.uni-leipzig.de/moduleinschreibung

Access to the online registration system TOOL
https://tool.uni-leipzig.de