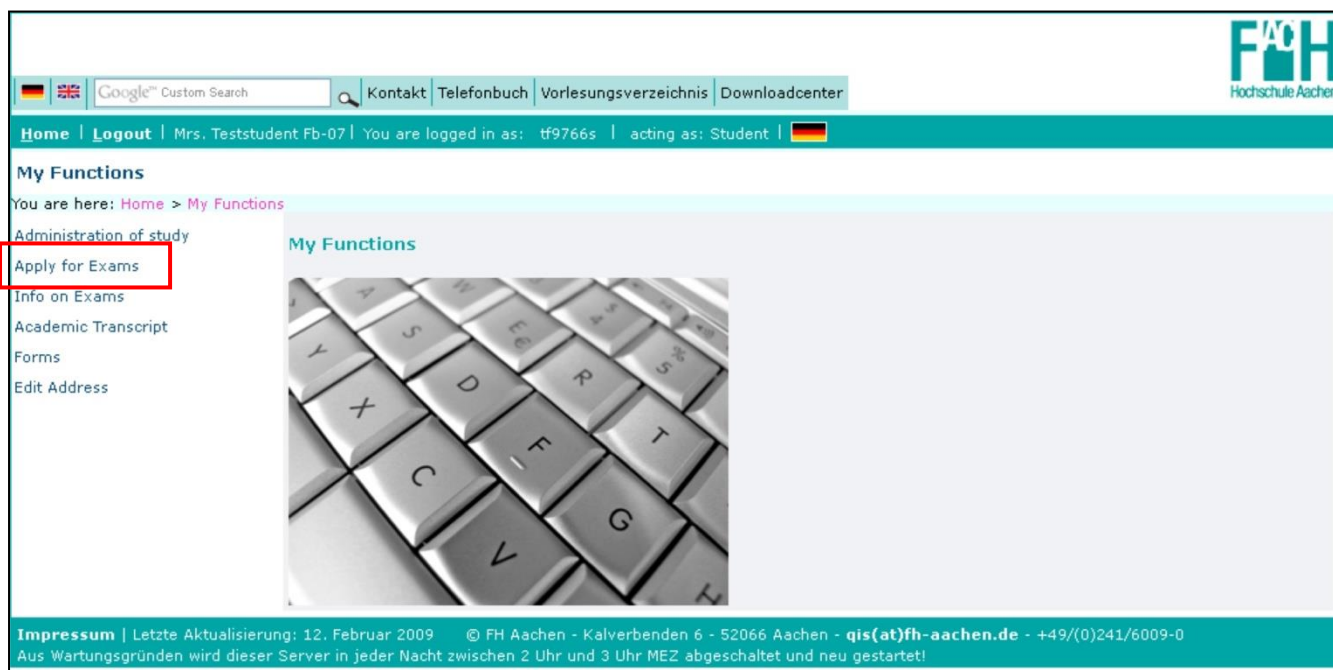


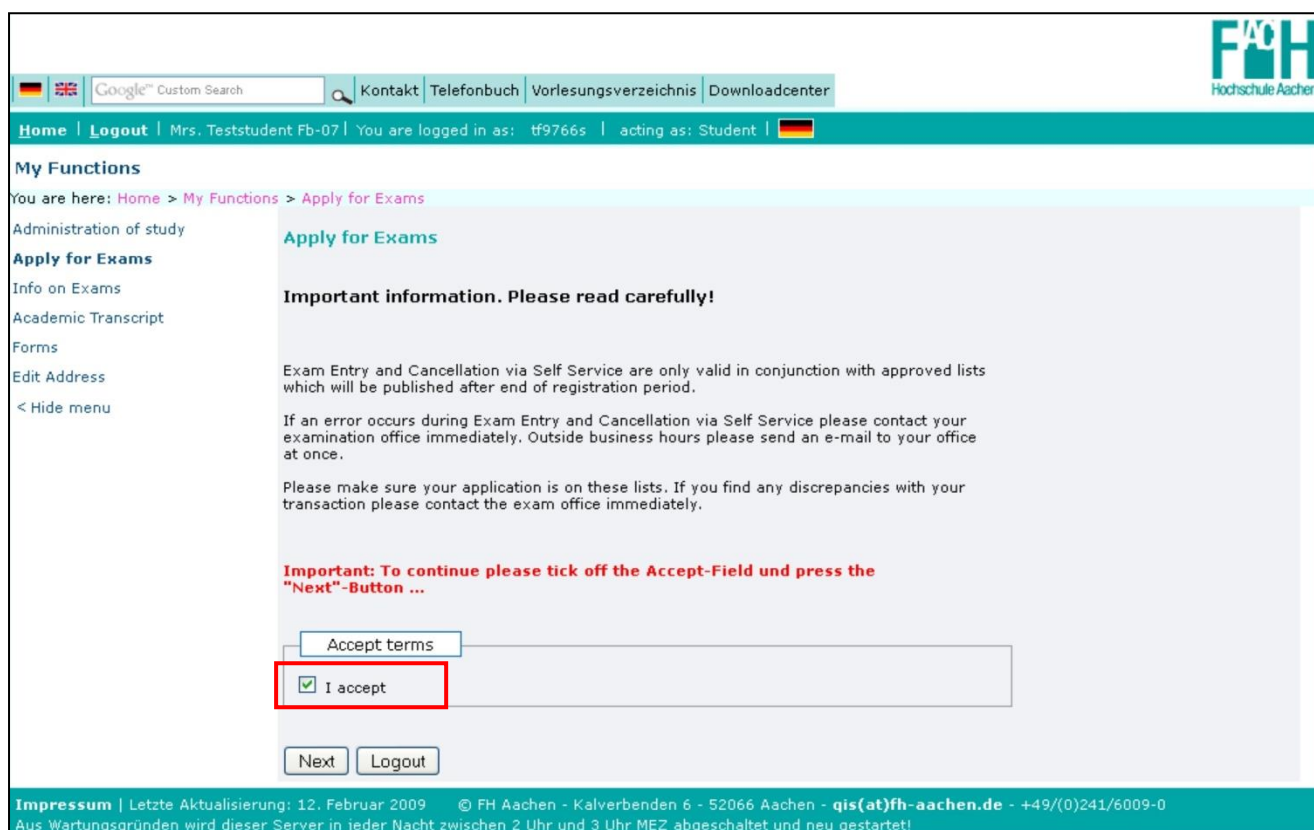
# How to register for the exams

- 1) Go to → [www.qis.fh-aachen.de](http://www.qis.fh-aachen.de)
- 2) Log in with your user name and password.
- 3) You will see the screen below. Click on “Apply for Exams”  
(Prüfungsanmeldung)



The screenshot shows the user interface of the FH Aachen website. At the top right is the FH Aachen logo. Below it is a navigation bar with links for 'Kontakt', 'Telefonbuch', 'Vorlesungsverzeichnis', and 'Downloadcenter'. The user is logged in as 'Mrs. Teststudent Fb-07' with the user ID 'tf9766s' and is acting as a 'Student'. The main content area is titled 'My Functions' and contains a list of options: 'Administration of study', 'Apply for Exams' (highlighted with a red box), 'Info on Exams', 'Academic Transcript', 'Forms', and 'Edit Address'. To the right of this list is a placeholder image of a computer keyboard.

- 4) Tick the box for „I accept“ and click on „next“.



The screenshot shows the 'Apply for Exams' page. The breadcrumb trail is 'Home > My Functions > Apply for Exams'. The page title is 'Apply for Exams'. Below the title is the heading 'Important information. Please read carefully!'. The text explains that Exam Entry and Cancellation via Self Service are only valid in conjunction with approved lists. It also states that if an error occurs, the user should contact the examination office immediately. A red warning message says: 'Important: To continue please tick off the Accept-Field und press the "Next"-Button ...'. Below this, there is a checkbox labeled 'I accept' which is checked and highlighted with a red box. There are also 'Next' and 'Logout' buttons at the bottom of the form area.

- 5) Click on „Abschlussprüfg. Ausland Int. Business Management 2008“
- 6) Click on the folders „Grundstudium“ and „Hauptstudium“. They should contain all the classes that you need to sign up for.
- 7) Click on “Prüfung anmelden” to register for an exam

The screenshot shows the 'Apply for Exams' page on the FH Aachen portal. The page lists various exam categories and individual exam entries. A red arrow points from the instruction 'Click on "Prüfung anmelden" to register for an exam' to the 'Prüfung anmelden' button next to the exam entry '72107 Business Taxation - Fundamentals and Basic Types of Taxes'.

**Apply for Exams**

Please choose the exam from the structure given below. Click on the identifiers.

- Abschlussprüfg. Ausland Int. Business Management 2008
    - Grundstudium
      - 71508 Chinesisch Anfänger - [Prüfungsanmeldung stornieren](#)
      - 71519 Wirtschaftsenglisch B2
      - 72107 Business Taxation - Fundamentals and Basic Types of Taxes
        - Date: 05.07.2012, Examiner: Guntermann, Heinz, Term: SoSe 12, Termin: 01 - [Prüfung anmelden](#)
      - 73103 Marketing
      - 73110 Marketing (in englischer Sprache)
      - 73112 Finance
      - 74110 Introduction to Operations Management
      - 75103 Unternehmensführung mit Ludus (in Englisch)
    - Hauptstudium
      - 75603 Prozess- und Supply-Chain-Management
      - 75611 EBM - The Management Practice
      - 75617 Corporate Finance
      - 75625 Internationales Business

Buttons: [Startseite](#) [Beenden](#)

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Aus Wartungsgründen wird dieser Server in jeder Nacht zwischen 2 Uhr und 3 Uhr MEZ abgeschaltet und neu gestartet!

- 8) The system asks you to confirm the registration, click on „ja (yes)“.

The screenshot shows the confirmation page for the exam registration. The page asks: 'Möchten Sie wirklich folgende Prüfung an- bzw. abmelden?' (Do you really want to register for/withdraw from the following exam?). Below the question is a table with the exam details. The 'Ja' button is highlighted with a red box.

**Apply for Exams**

Möchten Sie wirklich folgende Prüfung an- bzw. abmelden?

Studiengang	PrNr	Prüfung	Prüfer	Datum	Vorgang
Abschlussprüfg. Ausland Int. Business Management 2008	72107	Business Taxation - Fundamentals and Basic Types of Taxes	Guntermann, Heinz	05.07.2012	Anmeldung

Buttons: [Ja](#) [Nein](#)

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Aus Wartungsgründen wird dieser Server in jeder Nacht zwischen 2 Uhr und 3 Uhr MEZ abgeschaltet und neu gestartet!

- 9) Finally you see an overview of the class you just registered for (at the top) and an overall overview of all the exams you are registered for (the bottom list). You can also access this list by clicking on “Info on Exam” on the left. Make sure that all the exams you want to take are in this list (with the exception of “normal” German language class, for which you do not have to register; for Wirtschaftsdeutsch you HAVE to register).

The screenshot shows the 'Apply for Exams' section of the FH Aachen portal. It displays a table of registered exams and a summary of exams registered for on 30.05.2012.

**Registered Exams:**

Studiengang	PrNr	Prüfung	Prüfer	Datum	Vorgang	Status
Abschlussprüf. Ausland Int. Business Management 2008	72107	Business Taxation - Fundamentals and Basic Types of Taxes	Guntermann, Heinz	05.07.2012	Anmeldung	OK

**Exams Registered for on 30.05.2012:**

Studiengang	PrNr	Prüfung	Prüfer	Datum	Vorgang	Vorbehalt
Abschlussprüf. Ausland Int. Business Management 2008	71508	ChinesischAnfänger WBS	Yang	Sommersem. 12	Angemeldet	
Abschlussprüf. Ausland Int. Business Management 2008	72107	BusiTax	Guntermann	Sommersem. 12	Angemeldet	

Buttons: Weitere Prüfungen anmelden, Startseite, Beenden

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Aus Wartungsgründen wird dieser Server in jeder Nacht zwischen 2 Uhr und 3 Uhr MEZ abgeschaltet und neu gestartet!

### Note:

- 1) If there are exams that you need to register for but they don't show up in the “Grundstudium” or “Hauptstudium” folder → please send me an email with your name, Matrikelnummer and subject name!
- 2) You need to register for EVERY exam, even if you will get the grade for a term paper or a presentation you did!  
Exemptions: You do NOT have to register for the German course that you participate in during the semester nor the intensive German course.
- 3) If you want to de-register from an exam, you follow the same steps but you have to click the “Prüfung abmelden” button.