

Step-by-Step Instructions on how to Withdraw from an Exam

I. Go to: Portal²

Before registering for or withdrawing from an exam you first need to log in to Portal²
(Log in with the username and password you received from the University Computing Center)

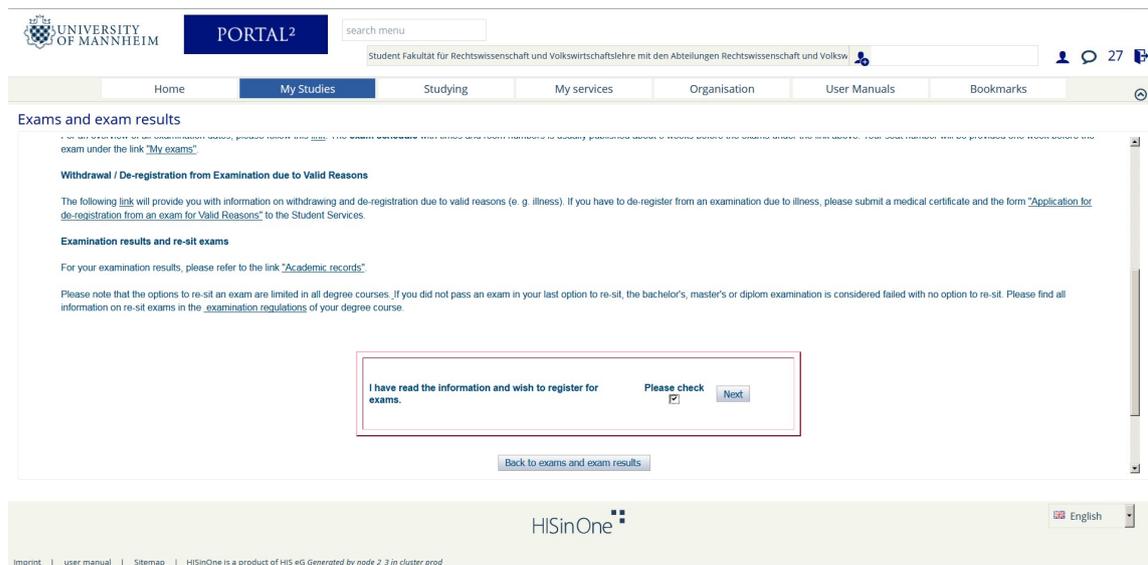
Link: <https://portal2.uni-mannheim.de/portal2/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y>

II. Exam registration and withdrawal

Click on **“My Studies”** to get to **“Exams and exam results”**,

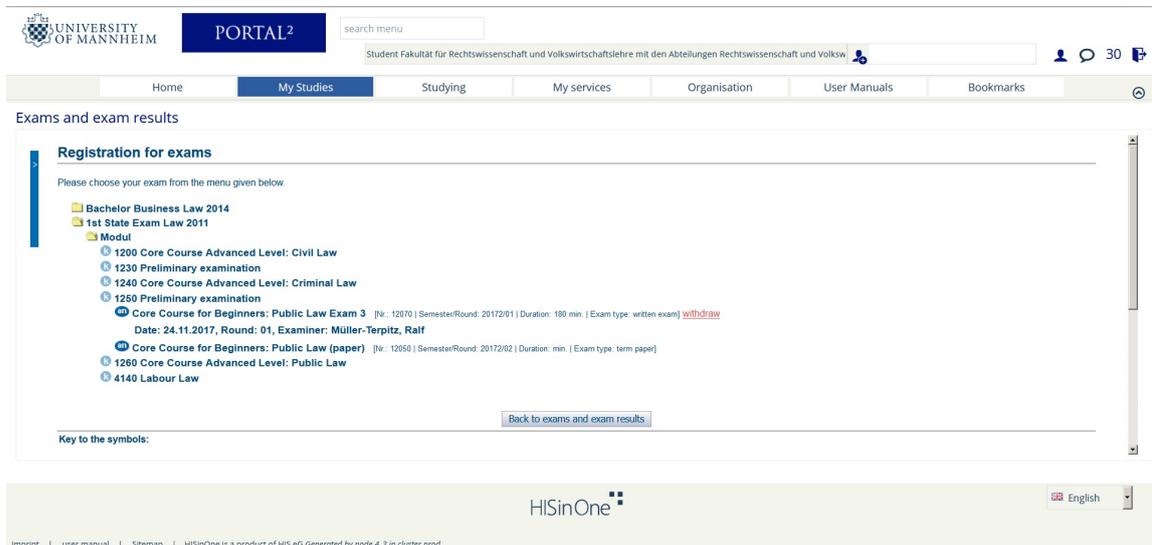


then click on **“Exam registration”**. Read the information carefully and check the relevant box:



III. Selecting the relevant exam

After selecting the respective program and module, you now have to select the exam you would like to withdraw from.



The screenshot shows the 'Registration for exams' page in Portal2. It lists several exams with their details and a 'withdraw' link for the 'Core Course for Beginners: Public Law Exam 3'. The 'withdraw' link is highlighted in red. Below the list, there is a 'Key to the symbols:' section and a 'Back to exams and exam results' button.

If you have registered for an exam and the [withdrawal period](#) has not yet expired, you can see a **“withdraw”** link (red) next to it.

By clicking on this link, you are withdrawing from the exam.

Please note: If you have withdrawn from an exam, you will NOT be automatically registered for the alternate exam date or the next possible exam date. You need to register for this exam again when you are ready to take it. The exam you withdrew from does not count as an examination attempt and it will not be graded.

If there is no “withdraw” link next to the exam in Portal² or the note **“Mandatory registration. Withdrawal not possible!”** you are not or no longer able to withdraw from this examination.

➔ In case you have any questions, please contact your advisor at [Student Services I](#) or [Student Services II](#).