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 box:
III. Selecting the relevant exam

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

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

By clicking on this link, you will withdraw from the exam.

Please note: Withdrawing from an exam will NOT automatically register you for the alternate examination date or the next possible examination 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.

In order to make a change in registration (from the regular to the alternate examination date), please submit the request form to the Express Service.

If you cannot find a “withdraw” link next to the exam in Portal² or it says “Mandatory registration. Withdrawal not possible!”, you are not or no longer able to withdraw from this examination, or you might have to submit a request form.

➔ In case you have any questions, please contact your advisor at Student Services I or Student Services II.