



alma Portal

Role: Student

How to register for / deregister from TRACS exams

1 How can I register for TRACS exams in the alma portal?

1.1 What is new?

Registering for examinations of the Transdisciplinary Course Program and Career Service (TRACS¹) is possible in alma for bachelor students since the summer semester 2022. Achievements in TRACS are generally non-assessed coursework (no grades assigned); for better readability, however, we will refer to all TRACS achievements in this document as “exams”.

1.1.1 Preliminary consideration

First of all, you need to know in which section within the courses of the Transdisciplinary Course Program and Career Service (TRACS) your course is listed, e.g. Liberal Education, Transferable Skills, Career Service. You will find TRACS in the course catalog in the section Non-Faculty Courses:

<input type="checkbox"/>	Transdisciplinary Course Program and Career Service (TRACS)
<input type="checkbox"/>	<input type="checkbox"/> I. Transdisciplinary Course Program Bachelor Liberal Education
<input type="checkbox"/>	<input type="checkbox"/> II. Transdisciplinary Course Program Bachelor Transferable Skills
<input type="checkbox"/>	<input type="checkbox"/> III. Transdisciplinary Course Program (all Degrees) Career Service
<input type="checkbox"/>	<input type="checkbox"/> Courses taught in English, Spanish or French
<input type="checkbox"/>	<input type="checkbox"/> IV. Transdisciplinary Course Program Master Entrepreneurial Skills: Applied Business Administration

¹ TRACS: Abbreviation derived from „Transdisciplinary Course Program and Career Service“.

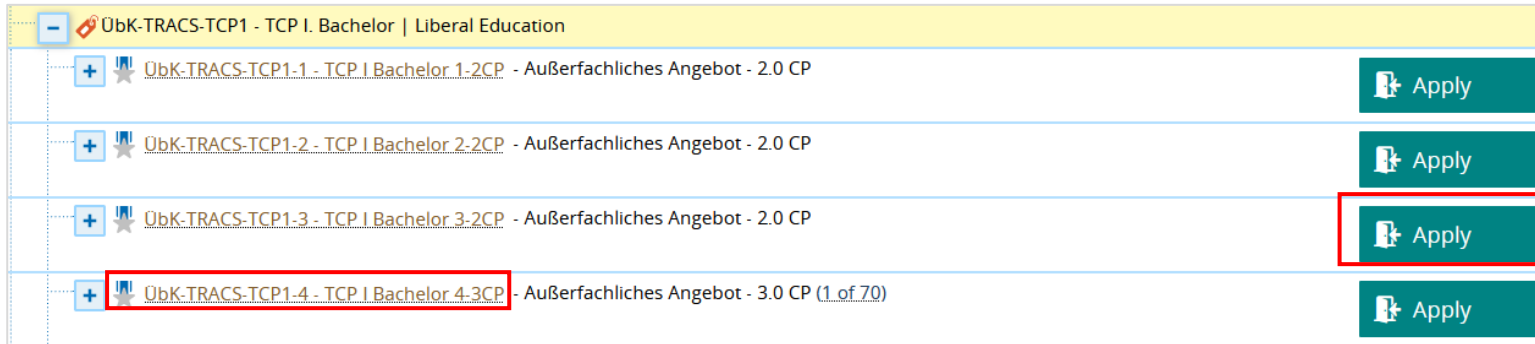
Furthermore, you must know how many credit points (CP) you can acquire by successfully completing this course. You can find this information in the course details in the university course catalog.

1.1.2 Procedure

In your „Planner of Studies with Module Plan“, you can now register for the corresponding exam. To do so, click on the "+" symbol to open the corresponding category under which your course is listed in the course catalog:

-	ÜbK - Überfachliche berufsfeldorientierte Kompetenzen - Anrechnung auf Curriculum prüfen
-	ÜbK-TRACS - Angebot Überfachliche Bildung und berufliche Orientierung
-	ÜbK-TRACS-P - Anmeldung zu Leistungen TRACS
+	ÜbK-TRACS-TCP1 - TCP I. Bachelor Liberal Education
+	ÜbK-TRACS-TCP2 - TCP II. Bachelor Transferable Skills
+	ÜbK-TRACS-TCP3 - TCP III. alle Abschlüsse Berufsorientierung

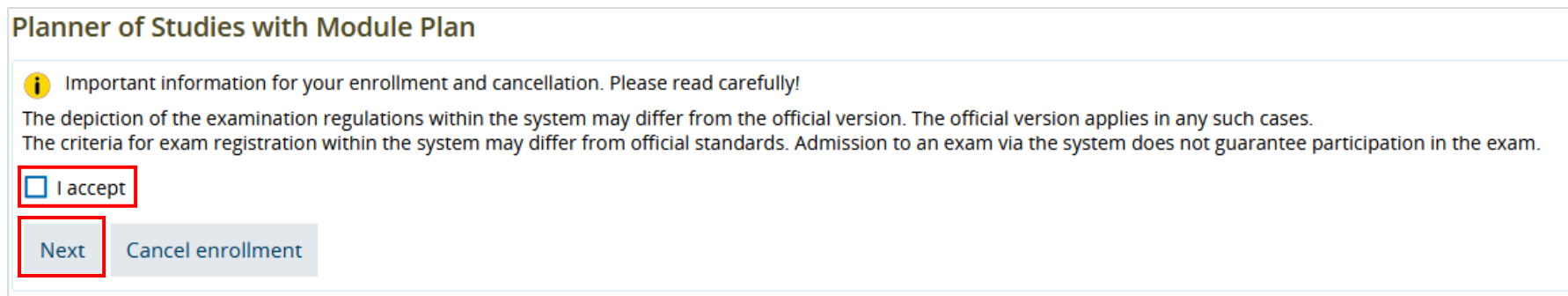
Then register within the specific section via any of the elements that correspond to the credit points you need. There are several elements with the same number of credit points because you will need a new one for each new achievement. Each element can only be used once:



ÜbK-TRACS-TCP1 - TCP I Bachelor Liberal Education	
+ ÜbK-TRACS-TCP1-1 - TCP I Bachelor 1-2CP - Außerfachliches Angebot - 2.0 CP	Apply
+ ÜbK-TRACS-TCP1-2 - TCP I Bachelor 2-2CP - Außerfachliches Angebot - 2.0 CP	Apply
+ ÜbK-TRACS-TCP1-3 - TCP I Bachelor 3-2CP - Außerfachliches Angebot - 2.0 CP	Apply
+ ÜbK-TRACS-TCP1-4 - TCP I Bachelor 4-3CP - Außerfachliches Angebot - 3.0 CP (1 of 70)	Apply

Figure: An offer with 3 credit points was selected here.

After clicking "Apply", you will see the following message:



Planner of Studies with Module Plan

Important information for your enrollment and cancellation. Please read carefully!
The depiction of the examination regulations within the system may differ from the official version. The official version applies in any such cases.
The criteria for exam registration within the system may differ from official standards. Admission to an exam via the system does not guarantee participation in the exam.

I accept

Next Cancel enrollment


Figure: Important information on registration and deregistration for the examination.







Check the box „I accept“ and click „Next“.

After you have read and confirmed the message, you will see all TRACS courses with the required amount of credit points for which you can currently register for the exam.

ÜbK-TRACS-TCP1-4: TCP I Bachelor 4-3CP

Achievement will be used for TCP I. Bachelor | Liberal Education (Nr=ÜbK-TRACS-TCP1) - Anmeldung zu Leistungen TRACS (Nr=ÜbK-TRACS-P) - Angebot Überfachliche Bildung und berufliche Orientierung (Nr=ÜbK-TRACS) - Überfachliche berufsfeldorientierte Kompetenzen - Anrechnung auf Curriculum prüfen (Nr=ÜbK)

 Please select a date for examination.

Actions & messages	Dates & Rooms	Comment
<div data-bbox="181 592 338 667" style="border: 2px solid red; padding: 2px;">  </div> <div data-bbox="181 683 638 783">  The time for enrollment begins at Apr 19, 2022 and will expire on Aug 15, 2022 11:59:59 PM. </div>	<p>Introduction to Ethics</p> <p>Exam period 1, summer term 2022</p> <p>No time defined</p> <p>Examinationform: Not graded, participation only</p> <p> Prüfer TRACS, Wechselnde</p>	
<div data-bbox="181 807 338 882" style="background-color: #00728f; color: white; padding: 2px;">  </div> <div data-bbox="181 898 638 999">  The time for enrollment begins at Apr 19, 2022 and will expire on Aug 15, 2022 11:59:59 PM. </div>	<p>Digital Ethics – Data & AI Ethics</p> <p>Exam period 1, summer term 2022</p> <p>No time defined</p> <p>Examinationform: Not graded, participation only</p> <p> Prüfer TRACS, Wechselnde</p>	

After clicking "Apply", you will see the following message:

Übk-TRACS-TCP1-4: TCP I Bachelor 4-3CP

Achievement will be used for TCP I. Bachelor | Liberal Education (Nr=Übk-TRACS-TCP1) - Anmeldung zu Leistungen TRACS (Nr=Übk) Anrechnung auf Curriculum prüfen (Nr=Übk)

Status	Dates & Rooms
<p>admitted</p> <p><i>i</i> The time for enrollment begins at Apr 19, 2022 and will expire on Aug 15, 2022 11:59:59 PM.</p>	<p>Introduction to Ethics</p> <p>Exam period 1, summer term 2022</p> <p>No time defined</p> <p>Examinationform: Not graded, participation only</p> <p>🕒 Prüfer TRACS, Wechselnde</p>
<p>Not enrolled</p> <p><i>i</i> The time for enrollment begins at Apr 19, 2022 and will expire on Aug 15, 2022 11:59:59 PM.</p>	<p>Digital Ethics – Data & AI Ethics</p> <p>Exam period 1, summer term 2022</p> <p>No time defined</p> <p>Examinationform: Not graded, participation only</p> <p>🕒 Prüfer TRACS, Wechselnde</p>

Figure: Status: "admitted" to the TRACS examination Liberal Education / Introduction to Ethics.

The message "admitted" also appears in your Planner of Studies with Module Plan:

- Übk-TRACS-TCP1 - TCP I. Bachelor Liberal Education	
+ Übk-TRACS-TCP1-1 - TCP I Bachelor 1-2CP - Außerfachliches Angebot - 2.0 CP	Apply
+ Übk-TRACS-TCP1-2 - TCP I Bachelor 2-2CP - Außerfachliches Angebot - 2.0 CP	Apply
+ Übk-TRACS-TCP1-3 - TCP I Bachelor 3-2CP - Außerfachliches Angebot - 2.0 CP	Apply
+ Übk-TRACS-TCP1-4 - TCP I Bachelor 4-3CP - Außerfachliches Angebot - 3.0 CP (1 of 70)	Sign off

Your actual status: **admitted**
Term of the examination: **st 2022**

PLEASE NOTE:

The status "admitted" is not a legally binding admission to the examination.

You can also deregister ("Sign off") from the exam via your Planner of Studies with Module Plan anytime within the registration period.

ÜbK-TRACS-TCP1 - TCP I. Bachelor Liberal Education		Your actual status: Module started
		Term of the examination: st 2022
+ ÜbK-TRACS-TCP1-1 - TCP I Bachelor 1-2CP - Außerfachliches Angebot - 2.0 CP		Apply
+ ÜbK-TRACS-TCP1-2 - TCP I Bachelor 2-2CP - Außerfachliches Angebot - 2.0 CP		Apply
+ ÜbK-TRACS-TCP1-3 - TCP I Bachelor 3-2CP - Außerfachliches Angebot - 2.0 CP		Apply
+ ÜbK-TRACS-TCP1-4 - TCP I Bachelor 4-3CP - Außerfachliches Angebot - 3.0 CP (1. of 70)		Sign off
		Your actual status: admitted Term of the examination: st 2022

Please note the periods for registering for and signing off from exams. You can find these on the pages of the Central Examination Office. Exam registration and deregistration are only possible within these periods. If you do not see the button for registration ("Apply"), this means in many cases that the registration period for this exam has not yet started.

Please note the requirements and regulations of your examination regulations – these are the legally binding ones – as well as the information on the website of the Central Examination Office². If there is something wrong with your exam registration or your Transcript of Records, please contact the Central Examination Office.

If you have any questions regarding the content of exams, please contact your lecturers and/or study advisors.

If you have questions concerning the entries of your achievements in alma (e.g. errors in titles, number of credit points etc., delays, missing entries), please contact the responsible staff member in the Examinations Office.

If you encounter technical problems with alma (site not displaying properly etc.), please send an e-mail with a detailed description of the problem (ideally with a screenshot) and your matriculation number to alma-support@uni-tuebingen.de.

² <https://uni-tuebingen.de/de/120435>