

## Graduating students: Do I need to re-register?

You do not need to re-register if you take your last exam in the current semester.

1. If you take your last exam (usually the final thesis or final oral examination) before the end of the current semester\*, you do not need to re-register for the upcoming semester. Whether you receive your grade for the exam in the current or upcoming semester is irrelevant.
2. In case you do not pass your final exam you can still re-register for the next semester, even after the re-registration deadline has passed. You will not have to pay the late fee.
3. You will receive a reminder/warning that you will be disenrolled. These letters are generated automatically and can be ignored. Most likely you will also receive a confirmation of disenrollment (*Examtrikluationsbescheinigung*) stating that you failed to re-register. As soon as we have received the result of your final examination, you will receive a new confirmation that you have been disenrolled due to the fact that you passed your final examination.
4. You will be notified by email several times that your CampusID will be deactivated at the end of the semester. Most IT services attached to your CampusID will then no longer be available (e.g. university email account, VPN). However, there are exceptions: You can use CaMS (Campus Management System) and PSSO (Online Examination and Student Services) for another six months after your disenrollment.

The following regulations apply if you decide to re-register anyways:

1. If your graduation documents are ready for pick-up in the current semester, you will be disenrolled at the end of the semester. In this case you may request a refund of the semester fees you have already paid for the upcoming semester. Be sure to request your refund within the first three weeks of the new semester and to enclose your MultiCa.
2. If your graduation documents will be ready for pick-up after the start of the new semester, we assume that you do not want to be disenrolled before the end of the new semester.
3. You have the option to request your disenrollment at any time during the semester. A refund of the semester fees is only possible if you request to be disenrolled before the official start of the lecture period and if no exams were taken in the new semester.

**Technology  
Arts Sciences  
TH Köln**

**Office of Student and Examination Services**  
[www.th-koeln.de/academics](http://www.th-koeln.de/academics)

Please contact the responsible Office of Student Services should you have any questions:

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For opening and phone hours please visit:  
[www.th-koeln.de/student-services](http://www.th-koeln.de/student-services)