



## Information and assistance for students

[jogustine.uni-mainz.de](http://jogustine.uni-mainz.de)  
[info.jogustine.en.uni-mainz.de](mailto:info.jogustine.en.uni-mainz.de)



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## FIRST AID FOR JOGU-StINE

### JOGU-StINE SERVICES

- If you need information about using **JOGU-StINE** or have questions, please contact the **JOGU-StINE Services** via the **web form** at:

[info.jogustine.en.uni-mainz.de/services](http://info.jogustine.en.uni-mainz.de/services)

### JOGU-StINE TELEPHONE HOTLINE

- The **JOGU-StINE Telephone Hotline** offers support for students using **JOGU-StINE**. You can reach the hotline **Monday - Thursday, 9 am - 4 pm, and Friday, 9 am - 1 pm:**

[+49 6131 39-29999](tel:+4961313929999)

### STUDENT ADVISING OFFICES

- For questions about organizing and realizing your course of study, you can find a list of **Student Advising Offices** (only in german) responsible for your subjects at:

[www.studium.uni-mainz.de/studienbueros](http://www.studium.uni-mainz.de/studienbueros)

### DATA CENTER HOTLINE/HELPDESK (ZDV)

- via **e-mail**: [hotline@zdv.uni-mainz.de](mailto:hotline@zdv.uni-mainz.de)
- via **telephone**: **+49 6131 39-26316 (Mon-Fri, 9 am - 4 pm)**
- **Service Desk**: **Room 47 (00 151)** on the ground floor of the natural sciences institute building  
(**📍 Johann-Joachim-Becher-Weg 21**)



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## FIRST STEPS

### REQUIREMENTS TO USE JOGU-StINe

In order to log on to the JOGU-StINe web portal, you will need a computer or mobile device with an internet connection as well as the **username** and **password** of your **university account**.

### HOW DO I GET A UNIVERSITY ACCOUNT?

Once you are enrolled, you must activate your **university account**. To activate your account, an email will be sent to the email address recorded in your application. This email will include the **activation code** as well as your **personal link** for activating your account.

You will use this link to activate your **university account** and create a **personal password**. After that, you will be shown your **student username**. After signing in for the first time, you must remember your new username and the chosen password. You cannot log in again without this information.

### REGISTRATION WEB PORTAL

You can reach the JOGU-StINe web portal at <https://jogustine.uni-mainz.de>

Enter your **username** and **password** of your **university account** in the upper right corner and then click on the **Log in** button. Please note that your password is case-sensitive, so make sure to pay attention to your use of capital letters.

### WHO CAN I CONTACT IF I CANNOT LOG IN?

If you are unable to log in despite entering your username and password and your university account doesn't work, please contact the **Data Center (ZDV)** support services. In all other cases, please contact the **JOGU-StINe Services** via the **web form** at [info.jogustine.en.uni-mainz.de/services](http://info.jogustine.en.uni-mainz.de/services)

You can find all important information regarding the organizational structure and the usage requirements for JOGU-StINe at the help and information page for the JOGU-StINe web portal at [info.jogustine.en.uni-mainz.de](http://info.jogustine.en.uni-mainz.de)

# NAVIGATION

## MESSAGES/DATES

- scheduled appointments for the day; unread messages
- **Message archive:** **Outbox:** sent messages; **Inbox:** received messages
- **Calendar:** timetable with course and exam appointments according to the day, week, or month; export appointments

## STUDIES

- **Modules/Courses:** signed up modules / courses; registering for / deregistering from modules / courses; Auditor registration; specialization and electives
- **Examinations:** registered examinations; registering for / deregistering from exams
- **Results:** Examination results; Module results; Academic records with grades and credit points for finished modules

## SERVICE

- **Personal details:** name, student ID number, university email address and postal address (changeable)
- **TAN process:** generating, activating, or deactivating new TAN lists; requesting a replacement TAN list
- **My documents:** e.g.: confirmation of enrolment, semester certificates, Student Services information
- **Applications:** information about frequently requested forms; **Online applications:** available online applications (leave of absence, changing subjects, exmatriculation)
- **Rematriculation information:** rematriculation blocks / locks
- **Rooms: Room list:** list of classrooms; **Room search:** searching for available classrooms

## APPLICATION/REGISTRATION

- online application to change or add subjects; registration as a doctoral student

## COURSE CATALOGUE

- recent JGU course catalogues; **Archive:** course catalogues since Summer Semester 2009

## HELP

- help and information for students, applicants and students who wish to change their program

## REGISTERING FOR A COURSE

### 1 Using the Menu

select in the top menu: **Studies > Modules/Courses > Registration > Module/Course Registration**

### 2 Selecting the Subject/Field

select **subject** or **field** in which you would like to register for courses; if you are enrolled in a double degree program, first select your target **degree program**

### 3 Registering for Modules

use blue **Register** button next to the module you wish to register for; follow next steps until successful registration (registration for corresponding **modules** is required before registering for **courses**)

### 4 Registering for a Course

use blue **Register** button next to the course you wish to register for; confirm next steps using **Next** and **Submit** until successful registration

- Entering **preferences** is required?  
> course belongs to a **Small Group** or **Registration group**
- Entering a **transaction number (TAN)** is required??  
> automatic **exam registration** while course registration

### 5 Notification of Place Allocation

- **Main and Second Registration Period:**  
all registrations are collected, and spots will be given out at the end of the registration period; notification by **system message** after allocation of places
- **Third Registration Period (for all remaining spots)**  
remaining spots are given out during the registration period ("first come, first served"); notification by **system message** immediately after registration

## DEREGISTERING FROM A COURSE

### 1 Using the Menu

select in the top menu: **Studies > Modules/Courses > Registration > Registration status**

### 2 Deregistering from a Course

during **registration periods**: use red **Cancel** button next to the registered course for deregistration

## REGISTERING FOR AN EXAM

### 1 Using the Menu

select in the top menu: **Studies > Examinations > Exam Registration**

### 2 Registering for an Examination

all examinations corresponding with registered **modules** and **courses** are listed: use blue **Register** button next to the examination you wish to register for

### 3 Entering the transaction number (TAN)

type in an unused TAN from your current TAN list and click the **Submit** button; cross out used TAN from your TAN list

### 4 Successful Registration

notification by **system message** immediately after registration; returning to **Exam Registration** menu: red **Unregister** button appears next to the exam for which you are now registered

## DEREGISTERING FROM AN EXAM

### 1 Using the Menu

select in the top menu: **Studies > Examinations > Exam Registration**

### 2 Deregistering from an Exam

use red **Deregistration** button next to the registered examination for deregistration

### 3 Entering the transaction number (TAN)

type in an unused TAN from your current TAN list and click the **Submit** button; cross out used TAN from your TAN list

### 4 Successful Deregistration

notification by **system message** immediately after registration; returning to **Exam Registration** menu: blue **Register** button appears next to deregistered exam

**Registration Periods:**

<https://info.jogustine.en.uni-mainz.de/registration-periods/>

