

SSS Anglistik – Registration for Courses for the SoSe21

Registration Period: 18 February (00:00) - 25 February (12:00)

Registration for courses for the WS20/21 will take place from **18.02.** (00:00) until **25.02.** (12:00) at noon through u:space. Do not panic if all your W20 grades aren't in by February 18th. As long as your lecturers enter grades by February 25th these will be taken into account during course allocation.

Courses generally start on 8.03. but some lecturers may start lessons already on 1.03.

If you do not fulfill the requirements to attend a specific course or exam but have a permission from the SPL to do so, let the SSS Anglistik staff know well in advance (before or during the registration period) by writing an email from your u:net address, specifying the reason and forwarding the SPL's email.

Diplomstudium UF 344 (auslaufend): If you are currently enrolled in the old teacher training program and want to sign up for courses from the BEd/MEd curriculum, make sure to contact the SSS Anglistik at least **1 week** before the registration period begins. Courses that were previously offered as part of the UF 344 and are **NOT** part of the BEd/MEd curriculum **are not to be taken!** After switching to the new program, you will not be able to receive the grade and the course will not be counted towards your new study.

During the registration period, sign up as usual for the classes you have chosen by adding all of the groups you want to sign up for and the points you wish to allocate. As soon as you do so, write us a follow-up email to let us know that you have registered so that we can switch your registration to the correct status. We will make sure to tend to your registration by the time allocation starts.

You will receive additional information per email from the SPL Team before registration begins.

Swapping places: starts 5 March

- **WHO?** You can swap course places with a fellow student if both of you have a fixed spot in a group/course and both of you agree to the swap
- **HOW?** Write an email to the sss.anglistik@univie.ac.at with the subject line "Kurstausch" **from your u:net account** – all other emails will not be answered, please put your colleague's email address in CC. Both of you need to send an e-mail for the swap to be taken into consideration.
- **WHEN?** From 5.03. until 19.03.
- The swap will come into effect only after the two parties have sent a confirmation email **from their university e-mail-account.**
IMPORTANT: after the swap has been processed, please inform your lecturers so that they can add you to the corresponding Moodle course

Course swaps for the course **BEd 11.2 Practicum Coaching** are **NOT** possible.

Late Registration Period/ Free course spots allocation

- The late registration period will take place online at these times:
 - Mon, 15.03. from 1pm to 2 pm
 - Wed, 17.03. from 1pm to 2pm
 - Fr, 19.03. from 1pm to 2pm
- Write an email to sss.anglistik@univie.ac.at **from your university u:net account** with the **subject line “Restplatz”** during and only during these times. E-mails arriving before 13:00 or after 14:00 will not be processed.
- The list with all free course spots will be made available on our homepage in the morning on the first date of the late registration period
IMPORTANT: please write **ONLY** one email per course
(do not write all of your requests in one email or several emails regarding just one course)
- **Only emails sent during those time slots will be considered, otherwise your email will not be regarded**
- Due to time constraints, not all emails can be processed during the time slot. However, all possible course swaps and registrations will have been processed before the next late registration slot
- During the processing of the emails, the spots will be given away on a ‘first come, first served’ basis, based on how early the email was sent
- After processing all of the requests, the list with free spots will be updated and uploaded again well ahead of the next Restplatz slot.

Disclaimer! Registrations for courses are only valid if they appear in your u:space account. Students inscribed in Moodle courses without registration in u:space cannot receive a grade for the course.