

SSS Anglistik – Registration for Courses for the SoSe24

Registration Period (12 – 19 February)

Registration for courses for the SoSe24 will take place from **12.02.** (00:00) until **19.02.** (12:00 pm) through u:space.

Courses generally start on 07.03. but some lecturers may start lessons earlier (information will be provided on u:find in the course entry).

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.

Swapping places

- **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?** As soon as you have received a fixed spot and no later than **11.03. (2 pm)**
- 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

Late Registration Period/ Free course spots allocation

- The late registration period will take place online at these times*:
 - Mon, 11.03. from 1pm to 2 pm
 - Wed, 13.03. from 1pm to 2pm
 - Fri, 15.03. 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 in the ‘Announcements’ section. During the late registration period you can only register for courses, which have taken place only once. **Courses, which have taken place more than once or do not have any free spots will not be offered.**
IMPORTANT: please write **ONLY** one email per course (you can include your preferences if there are several groups/parallel courses with free spots)
(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/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 before 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.

*Students from other departments, who want to register for courses, can do so during the late registration period. Please note that students from the English department take precedence!

Registration for courses is possible only with permission from the SPL Team. For this, make sure to write an email to spl.anglistik@univie.ac.at before/during the late registration phase.