

## SSS Anglistik – Registration for Courses for the WiSe22

### Registration Period (5 - 19 September)

Registration for courses for the WiSe22 will take place from **5.09.** (00:00) until **19.09.** (08:00 am) through u:space.

Courses generally start on 10.10. 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](mailto: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 until **21.10.**
- 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, 17.10. from 1pm to 2 pm
  - Wed, 19.10. from 1pm to 2pm
  - Fr, 21.10. from 1pm to 2pm\*
- Write an email to [sss.anglistik@univie.ac.at](mailto: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  
**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 during the late registration period, can do so on the last day of the late registration period (**21.10.**).

Registration for **bachelor courses** is only possible if you have completed the STEOP in your own study program and fulfill the English department's general requirements to take the class of your choice.

Registration for **master courses** is possible only with permission from the SPL Team. For this, make sure to write an email to [spl.anglistik@univie.ac.at](mailto:spl.anglistik@univie.ac.at) before/during the normal registration phase.