

Studien Service Stelle Anglistik – Procedures from 11.3.2020 onwards

(last update: 11.3./16:30)

Swapping places

- You can do this immediately via email to the sss.anglistik@univie.ac.at with the subject line “Course Swap LV-Name”
- All emails need to be sent from your u:net account – all other emails will not be answered
- The swapping will take place only after the two parties have sent an email
- Important: after the swap has been processed, please inform your teachers 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 at the same time as our usual office hours (just online)
 - Th, 12.3 from 1pm to 3 pm
 - Mo, 16.3 from 10am to 11 am
 - Tu, 17.3 from 1pm to 2pm
 - Wed, 18.3 from 2pm to 3pm
- Write an email to sss.anglistik@univie.ac.at from your university u:net account with the subject line “Restplatz” during these times
- The list with all the free course spots will be made available on our homepage in the morning on the first date of the late registration period
- Please send us only one Email with your ‘course spot request’
IMPORTANT: please write ONLY one email for ONE course
(do not write all of your requests in one email or several emails regarding just one course)
- Only emails sent during those ‘opening hours’ (+5 minutes) will be considered
- Due to time constraints, not all emails can be processed during the opening hours, however, all possible course swaps will have been finished before the next opening hours
- 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