1) What is FlexNow?

FlexNow is a system for managing your academic records. In order for you to be awarded credit points for successfully completed courses, your grade will have to be entered into this program. This requires that, during the registration period, you register yourself for all courses you wish to get credit for in a semester, no matter whether or not you are registered on SPUR (SPUR and FlexNow are not connected in any way). Registration on FlexNow is not only necessary when you write an exam at the end of the semester, but also when you write a paper or take several tests during the semester. When you present your M.A. thesis in the research colloquium, please register in the Master's thesis section of FlexNow. When you do your internship or project work, you can also register on FlexNow (unless you took an "Urlaubsemester", in which case you can also register your internship in the following semester).

2) Make sure to register in time:

FlexNow registration at the Department of English and American Studies usually starts in the 3rd or 4th week after the beginning of classes and ends two weeks before classes end. However, please do not wait until the very last day of registration, as it might be too late to help with problems that could occur when trying to register. Please do try to register early so that we can help if problems arise (with Login, missing courses or prerequisites etc.). It may take some time to sort these things out, so please register soon and see Anna Kleist or Gabriele Mödl in PT 3.2.62 if you have problems with your registration.

If, after talking to the professor responsible for your program, there is an agreement that you can take a class that is not officially opened for your program, that class will not automatically be opened for your module (the agreement with the professor does not necessarily include the technicalities that will make it possible for you to register for the class on FlexNow). Therefore, if the professor is ok with your taking that class, please inform Anna Kleist/Gabriele Mödl about the course title, course instructor's name, department, and the exact module position of your program so that she can find out in time if, how, and by whom that class can be opened for your module.

FlexNow registration for classes offered by other departments such as Political Science varies, so please make sure to get acquainted with the respective registration period for every class you take. Also, for some classes offered by specific departments (such as the Faculty of Business, Economics and Management Information Systems, among others), FlexNow registration may not be possible for graduate students at the Department of English and American Studies. If that is the case, please ask the course instructor for a Schein (only if you are sure the class cannot be opened for you on FlexNow after talking to Anna Kleist/Gabriele Mödl).

3) Important information on how to register:

a) Every time you register or deregister, a "Transaction ID" will appear on your screen -> if there is a problem with your registration, for example if you think you are registered but at the end of the semester it turns out you are not, you can prove you really did register by providing us with this number, so make sure to write it down.

b) After you register (or deregister) for a course, you can check if your (de-)registration has been successful by logging in to "Studentendaten einsehen". If you are registered, you will be able to see it here - if not, you will know you still have to register. Every time you successfully register for a class, you will get an e-mail sent to your student e-mail address with the registration confirmation.

4) Registration is obligatory:

You can only get credit for a class if you register in time. Registration at a later date after the end of the department's deadline is not possible. At the same time, it is not possible to be taken off the registration list after the deadline, so if you are still registered by the time FlexNow registration ends, you must write the exam (or the term paper) unless you have a valid excuse and can provide the Prüfungsamt with a doctor's note, for example. Otherwise, you will fail the class.

5) It is not as complicated as it may look! If you are unsure about the registration process or need help registering, please feel free to contact Anna Kleist or Gabriele Mödl at PT 3.2.62.