

Form B – Problem: You cannot register for ECTS credits in this class.

Name of Student:	
Student identification number (Matrikel):	
Title of class:	
Name of Instructor:	

In order to allow for a quick handling of your individual FlexNow problem, please follow the instructions below BEFORE contacting the respective FlexNow coordinator.

1. You attended the course and the instructor agreed to accept you into her/his class as a regular participant, but you are still registered on the waiting list of the respective class.

Please contact the instructor for changing your registration from *Waiting List* to *Participants List*.

2. You looked for the course under the *correct section* of the Institute for English and American Studies in FlexNow, but you could not find it there.

There are several reasons why this might be the case:

(A) The registration period is not open yet. Please inform yourself about the registration period and try again when registration is officially open.

(B) The registration period is not open anymore. Briefly state the reasons for your belated attempt to register in the text box immediately below.

Note: Observing the registration deadlines is the responsibility of the student. If you miss the deadline, the instructor is not required to grant you belated access to the registration!

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(C) You attended another class for the same module before. Registration is not possible if you have another registration pending for the same type of class in this particular module! Therefore, make sure that you are not still registered for the same type of class and the same module in a previous semester. You must either de-register from the previous ECTS registration or receive an F for the earlier attempt to gain credits for this module. If de-registration is not possible for you, due to de-registration deadlines, contact the instructor of this other class and ask to be de-registered immediately.

(D) The course you attended is not the correct type of class for your module requirements. In that case, you may want to talk to the instructor immediately to find out, if an alternative ECTS registration to the present course format (see UnivIS) is possible. You may be able to use this class for the Studium Generale, but the final decision lies with the instructor.

(E) Your respective degree is not linked to the course catalogue of this class, yet. Please contact the Examination Office, and ask there if this is actually the case. If they confirm the missing link (*fehlende Anbindung*), please provide the necessary information below.

Studiengang / PO	
Studienabschnitt	
Fachgruppe	
Modul/Prüfungsfach	
Modul(teil)prüfung	
Credits	

*Information about the required information is provided in the appendix!

3. None of the scenarios above applies to your case.

Briefly describe your case.

Please send the completed form (page 1-2) to the FlexNow coordinator of the respective section!