

Problems with Registering for Courses Via FlexNow?

One of the most frequent requests I receive from students is for help with registering on FlexNow, the examination and grade management system for the University of Regensburg. While many students are able to register for courses via SPUR (the course enrollment system) and access course content on GRIPS (the content management system for courses), students often have trouble actually registering to perform graded assignments (final papers, written examinations, etc.) on FlexNow. (International students, including Erasmus students, do not need to register for examinations via FlexNow – they use a different system entirely.)

If you find that you are unable to sign up for one of my courses on FlexNow, there can be many reasons for this, which will ultimately have to do with your course of study (*Studiengang*). Therefore, your first course of action should be to consult with the coordinator for your course of study (*Studiengangskoordinator*) to determine what the problem might be. It may be the case that the course you are taking for me is not appropriate for a given module (*Modul*) in your course of study, for instance. Often, students have not fulfilled all of the prerequisites in their course of study for taking one of my courses (for instance, advanced seminars [*Hauptseminare*]). In that case, it is often possible to “postpone” the assigning of the grade for the course until a later semester. Whatever the case may be, the coordinator for your course of study should be your first point of contact for these questions, as I do not know all of the details about the various courses of study at the University of Regensburg.

If the coordinator for your course of study is unable to help you further, then you should contact the secretaries in the Department for Interdisciplinary and Multiscalar Area Studies (DIMAS), who may be able to manually enroll you for one of my courses.

Sehr geehrte Damen und Herren,

mein Name ist [YOUR NAME] und meine Matrikelnummer an der Universität Regensburg ist [YOUR STUDENT NUMBER]. Ich kann mich nicht über FlexNow für die Lehrveranstaltung [COURSE TITLE] [COURSE NUMBER] von Herrn Prof. Dr. Timothy Nunan anmelden. Könnten Sie mich bitte manuell für die Lehrveranstaltung anmelden oder mir ggf. mitteilen, warum ich mich für diese Lehrveranstaltung nicht anmelden kann?

Mit freundlichen Grüßen

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[YOUR NAME]

You should send a version of this e-mail to dimas@ur.de with the subject line “FlexNow-Anmeldung von Student*in [FIRST NAME, LAST NAME] [YOUR STUDENT NUMBER / MATRIKELNUMMER] für LV [COURSE NUMBER]”. Please CC me in your e-mail. Our secretaries should then answer you within a few days and should be able to help you out.

If neither your coordinator for your course of study or our secretaries are able to help you, then please get in touch with me directly. However, in most cases, the above steps should solve your problems.

Prof. Dr. Timothy Nunan
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