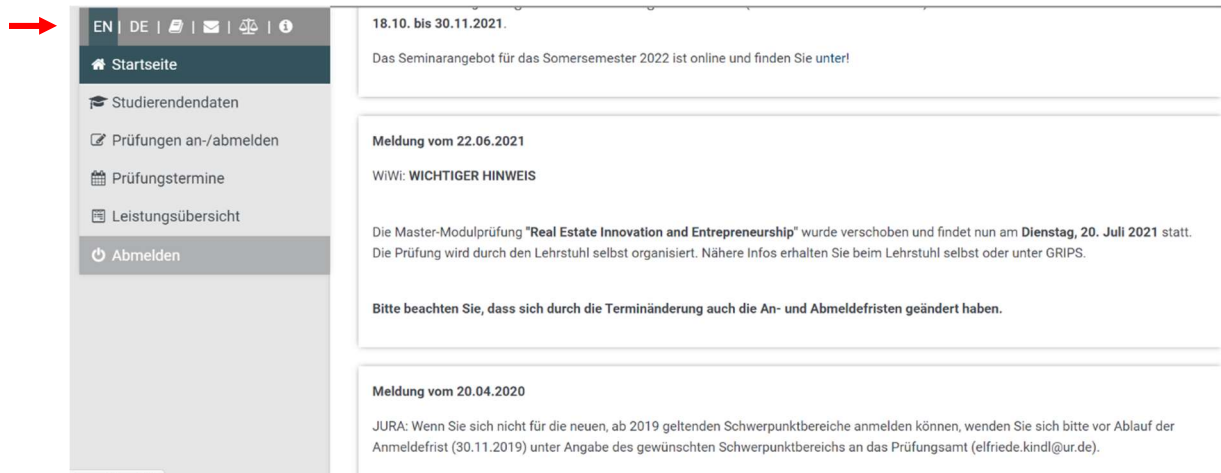


HOW TO REGISTER FOR AN EXAM IN FLEXNOW

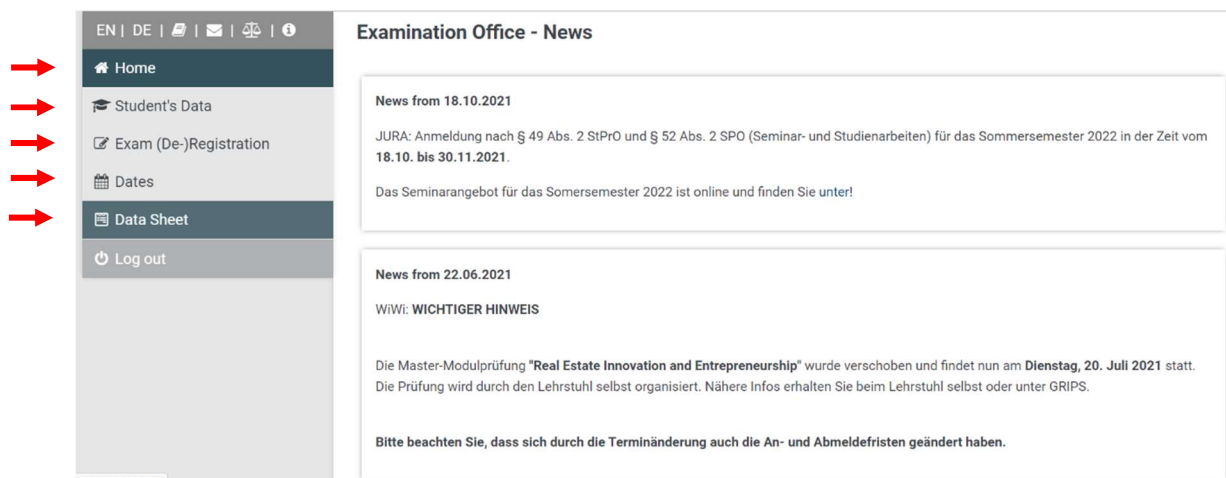
1. Go to the FlexNow website: <https://fn2.uni-regensburg.de/FN2AUTH/login.jsp>

You can change the language to English by selecting "**EN**" in the top left corner.



2. On this website you can:

- Read the latest news published by the Central Examination Office ("**Home**" → "**Examination Office – News**"),
- Have a look at your **Student's Data**,
- Register for and deregister from exams ("**Exam (De-)Registration**"),
- Get information on the deadlines for exam registration in FlexNow ("**Dates**"),
- Have a look at your study history ("**Student's Data**" and/or "**Data Sheet**"),
- Print a transcript of the courses you have done so far ("**Data Sheet**").



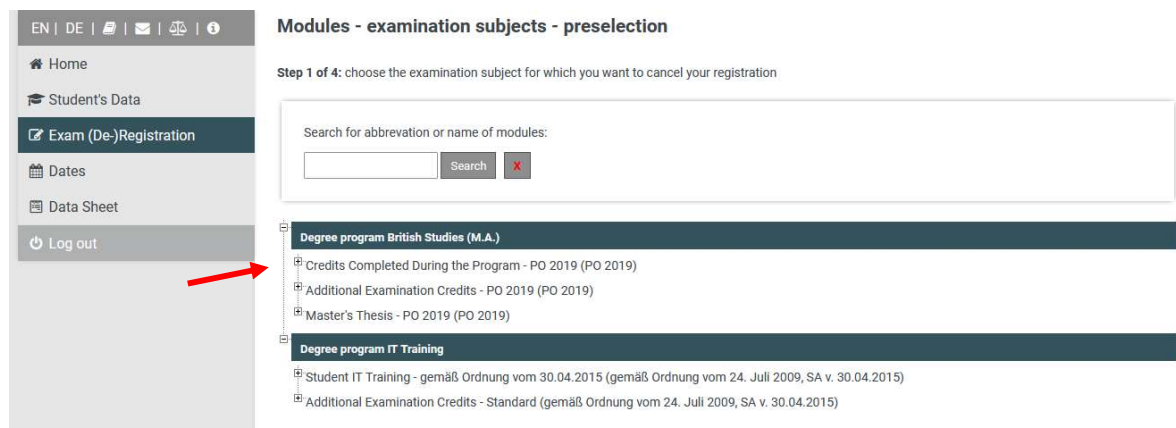
3. To register for exams, please click on **"Exam (De-)Registration"**.



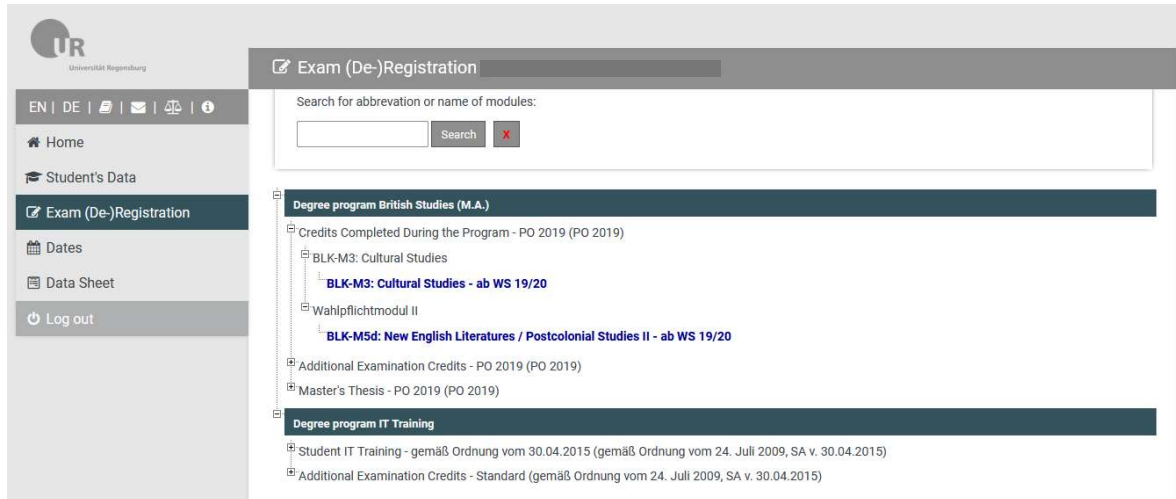
4. On the following page, you will find your study program and all of the classes that are available for you to register for in the respective semester.

Click on:

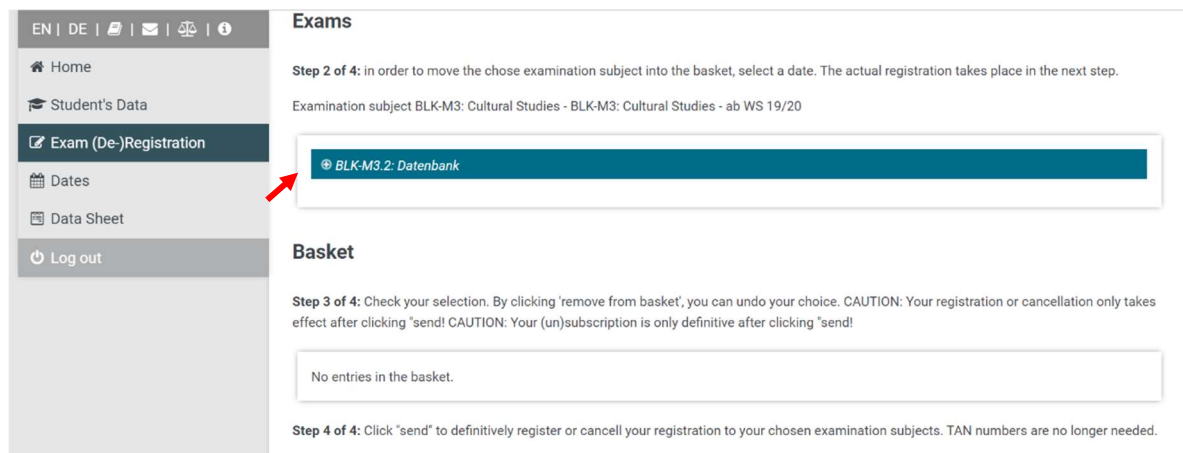
- **"Credits Completed During the Program"** for obligatory courses in your study program
- **"Additional Examination Credits"** for extracurricular courses that are not part of your study program.



5. Now you can see the remaining modules that are yet to be completed (**printed in bold**). Check the module number of the course/course category that you want to register for by opening the module catalog of your study program in another tab. Then click on the module number on the FlexNow page.



6. Next to the module number, you will find a little box with a plus sign in it.



Click on this box and it will open to show you the courses you can register for within this category of the module.

Exams

Step 2 of 4: in order to move the chose examination subject into the basket, select a date. The actual registration takes place in the next step.

Examination subject BLK-M3: Cultural Studies - BLK-M3: Cultural Studies - ab WS 19/20

BLK-M3.2: Datenbank

Exam: Groups - TEST - Do NOT register for this course! - Group 2 - Sprout
WS21/22 - : Normal fixed date
Selection into basket

Exam: Groups - TEST - Do NOT register for this course! - Group 1 - McGonagall
WS21/22 - : Normal fixed date **Select**

Exam: Groups - TEST - Do NOT register for this course! - Group 4 - Snape
WS21/22 - : Normal fixed date **Select**

7. Beneath the respective course, you will find a box with the words “**Selection into basket**”. Before selecting that, however, please scroll down to see if there are **different groups** taught by different instructors for this particular course. You will find a list of the available groups. Please double-check your group and the name of your instructor in SPUR or GRIPS. You can select your group via the “**Select**” button on the right.

BLK-M3.2: Datenbank

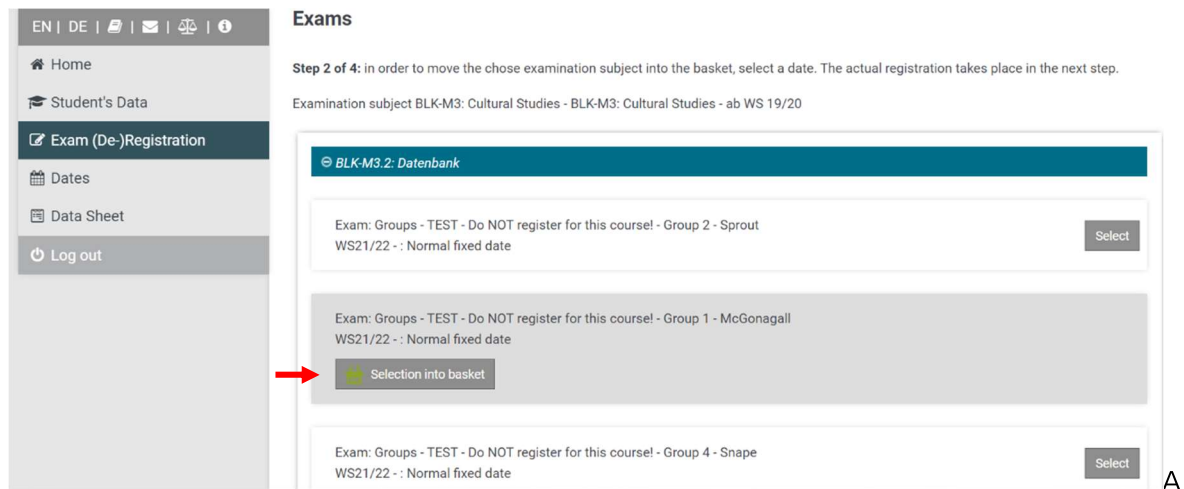
Exam: Groups - TEST - Do NOT register for this course! - Group 2 - Sprout
WS21/22 - : Normal fixed date
Selection into basket

Exam: Groups - TEST - Do NOT register for this course! - Group 1 - McGonagall
WS21/22 - : Normal fixed date **Select**

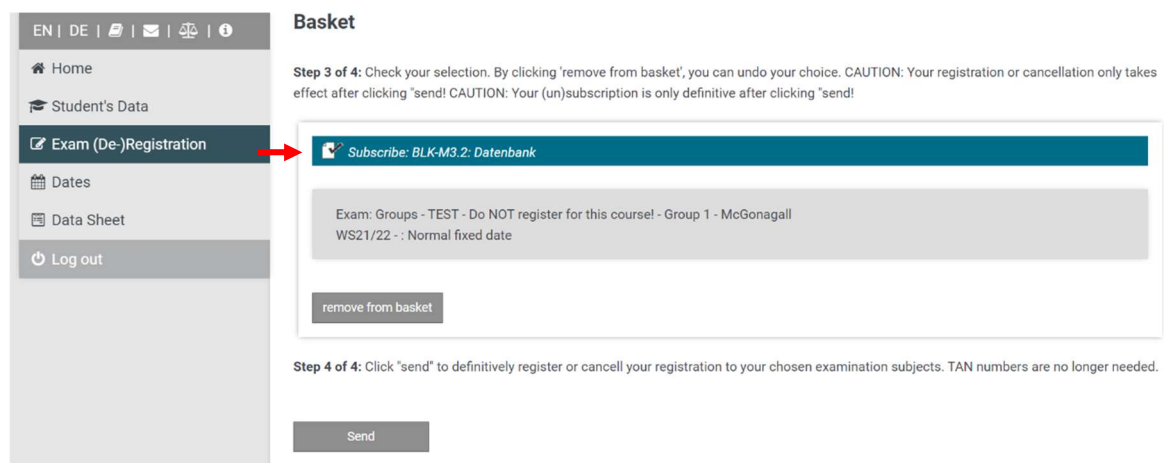
Exam: Groups - TEST - Do NOT register for this course! - Group 4 - Snape
WS21/22 - : Normal fixed date **Select**

Exam: Groups - TEST - Do NOT register for this course! - Group 3 - Flitwick
WS21/22 - : Normal fixed date **Select**

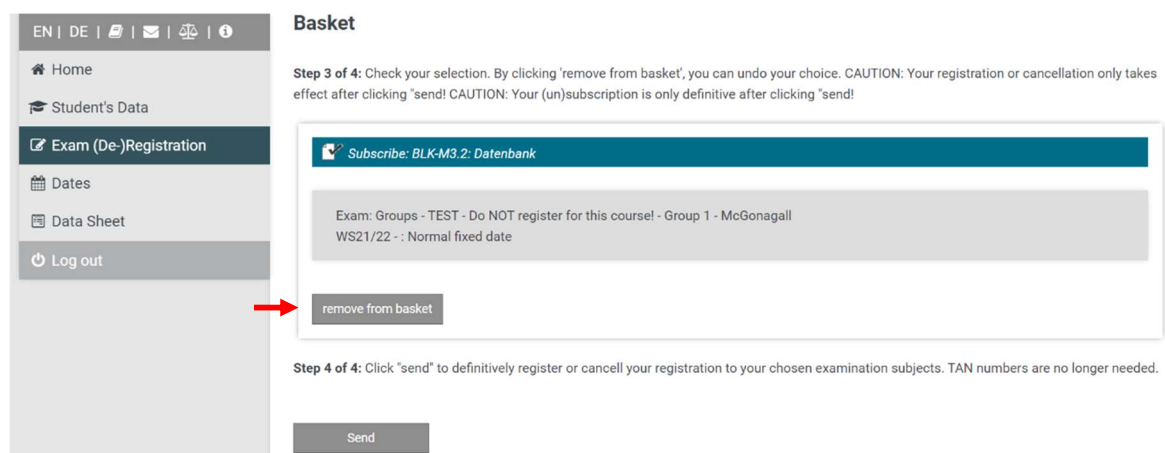
8. Once you have selected your group, you may register for the exam via **“Selection into basket”**.



9. A field will pop up that reads: **“Subscribe: [Name of the Module] – [Course Title]”**, listing your course and selected group beneath it. Here you are asked to double-check your selection.



If it is incorrect, you can cancel it via selecting **“remove from basket”**.



If it is correct, you can proceed to the field below that reads “Step 4 of 4” and finalize your registration by selecting “**Send**”.

PLEASE NOTE: Only after you have clicked “Send” will you be registered for or deregistered from the exam!

EN | DE | | | |

Home

Student's Data

Exam (De-)Registration

Dates

Data Sheet

Log out

Basket

Step 3 of 4: Check your selection. By clicking 'remove from basket', you can undo your choice. CAUTION: Your registration or cancellation only takes effect after clicking 'send! CAUTION: Your (un)subscription is only definitive after clicking 'send!

Subscribe: BLK-M3.2: Datenbank

Exam: Groups - TEST - Do NOT register for this course! - Group 1 - McGonagall
WS21/22 - : Normal fixed date

remove from basket

Step 4 of 4: Click "send" to definitively register or cancel your registration to your chosen examination subjects. TAN numbers are no longer needed.

Send

Another field will pop up which tells you that your registration was successful – “**Anmelden war erfolgreich**”. You will also receive an email confirming your registration. Do not delete this email until after the exam!

EN | DE | | | |

Home

Student's Data

Exam (De-)Registration

Dates

Data Sheet

Log out

Basket

Subscribe: BLK-M3.2: Datenbank

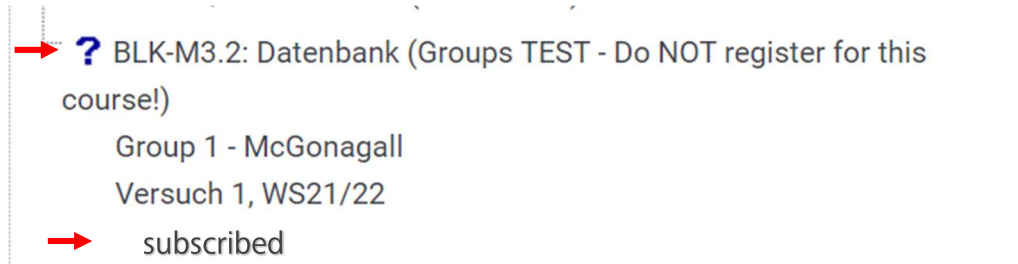
Exam: Groups - TEST - Do NOT register for this course! - Group 1 - McGonagall
WS21/22 - : Normal fixed date
result: **Anmelden war erfolgreich.**

Click "OK"

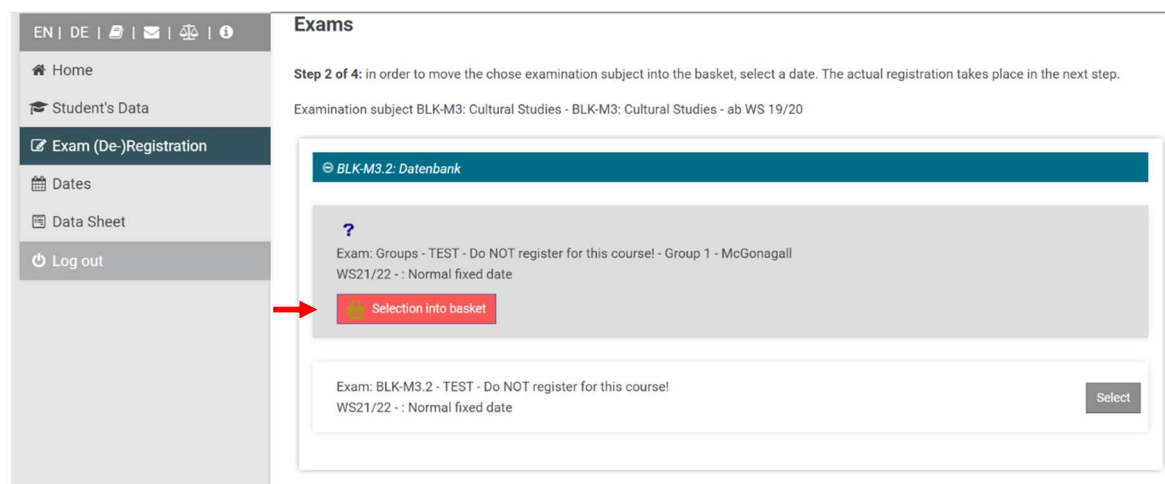
OK

Anmelden war erfolgreich.

10. Afterwards, log in and go to “**Student’s Data**” to make sure the registration was successful. You should see a blue question mark next to the names of the courses you have registered for.



11. If you need to deregister from an exam, you can do so by simply following steps 3-5. Instead of the grey field “**Selection into Basket**” you will now see a red field with the same title. Please select this field and follow steps 8 and 9. **PLEASE NOTE** that your deregistration will only be completed after you have selected the “Send” button.



Please register as early as possible (at least one week before the end of the deadline). If you have any problems with FlexNow, contact the Degree Program Coordinators Dr. Melanie Burge-meister and Gabriele Mödl (studienorg.iaa@ur.de) **before the end of the registration dead-**
line.

There will be no late registrations!