FlexNow for faculty 09 – how it works

Students in the faculty 09 use FlexNow for two registration procedures:

- registration for examinations
- setup and update of the profile module plan

In the following, we provide a detailed instruction on how to use both features.

Registration for examinations

In order to be entitled to take an examination you have to register in FlexNow for the respective examination. Registration is only possible within a certain time period. For both the first and the second examination period the registration period is specified. If you register in FlexNow for an examination within one of these periods, your registration is valid for the corresponding examination period (e.g. registration during the 1st registration period → examination during the 1st examination period). Details on the examination periods and the corresponding deadlines for registration and deregistration are given in the information sheet *Deadlines* published on the faculty website each semester.

>> Deadlines

Profile Module Plan (Profilmodulplan)

A broad range of modules and an almost unlimited free choice of profile modules allow individual module schedules within the study programs of the faculty 09. In order to guarantee the coherence and feasibility of the personal module schedules we use a planning feature in FlexNow known as the profile module plan. This schedule lists all profile modules and their semester allocation. This individual planning tool for the students' profile module plan is, in particular, used to distribute the seats in limited profile modules.

Students in Bachelor programs create their profile module plan by the end of the second semester. Students in Master programs create their profile module plan during their first semester.

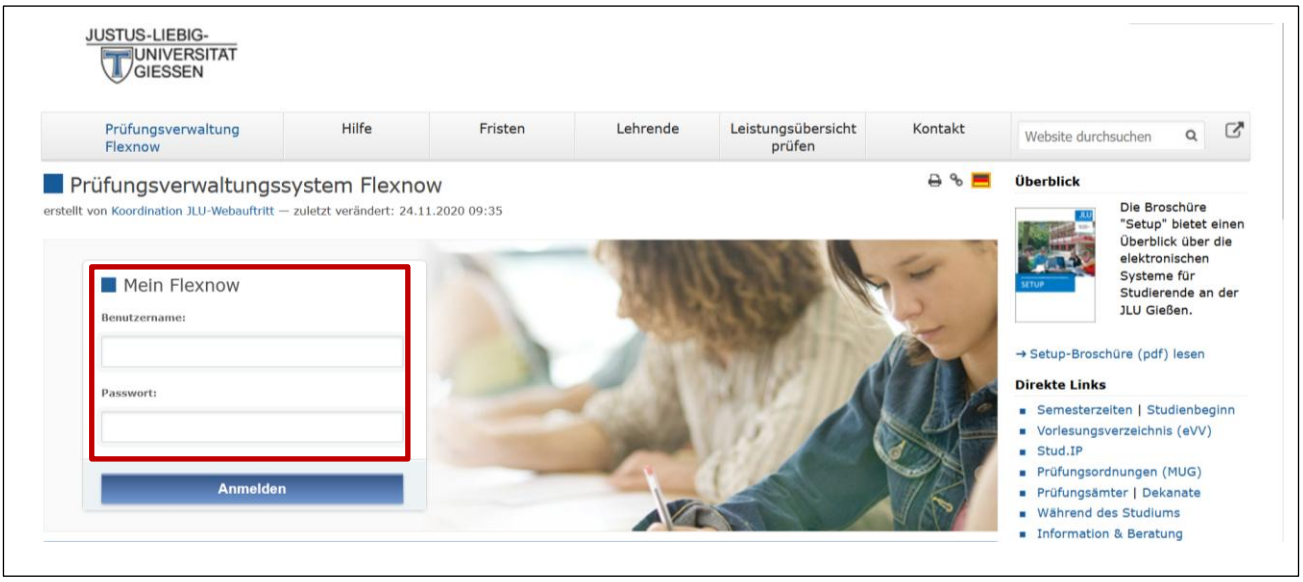
The profile module plan is created by the preregistration for modules in FlexNow. You can independently create your own schedule, view and change the module status at any time except during the registration periods for exams. Then the profile module plan is not available. If you add modules to your profile module plan, you will not be registered for the examinations of these modules. Examinations require an extra registration. The listing of the profile module plan solely ensures that you will be considered for the distribution of limited seats.

In case you have not created or updated your profile module plan in FlexNow, you will not be considered for the module registration by the study deanery. Nevertheless, you can still register directly in StudIP for any module if there are still seats available.

A step-by-step guide

Registration for examinations or deregistration from examinations is not possible via smartphone. We strongly recommend to use desktop computers with the firefox web browser.

First, you access FlexNow (https://flexnow.uni-giessen.de/), then you login with your user name (Benutzerkennung) and password (Passwort).



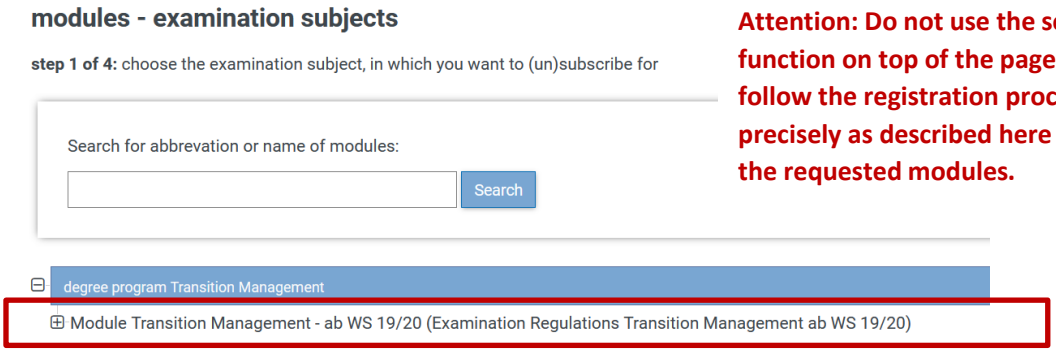
I a first step change language to English (EN).



Choose *Exam (De-)Registration* from the menu bar on the left. The navigation tree of your study program appears.

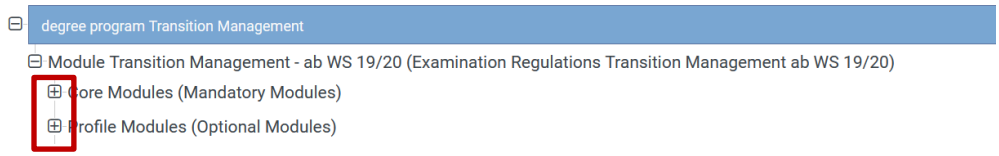


Click on the plus sign in front of *Kern/Profilmodule - Standard* (core/profile modules).

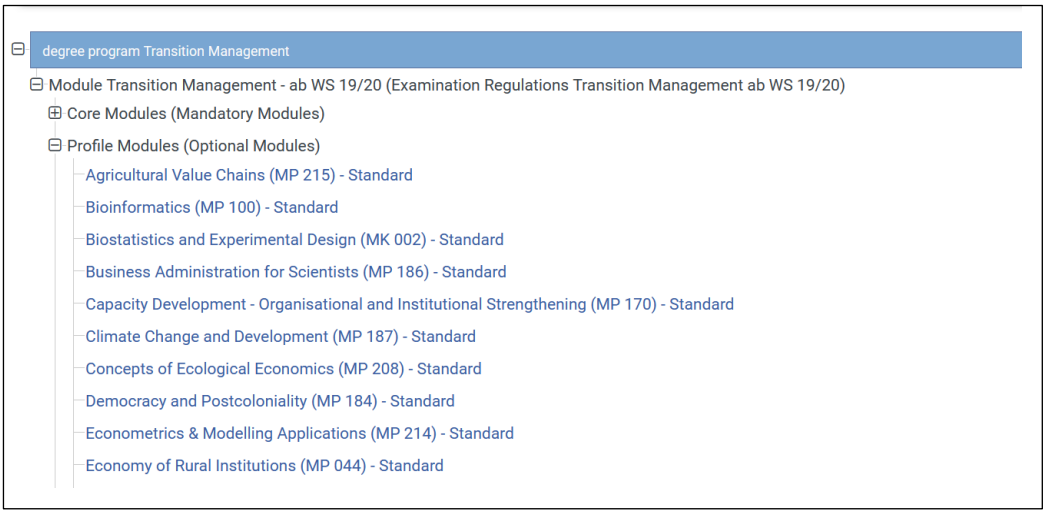


Attention: Do not use the search function on top of the page. Please follow the registration procedure precisely as described here to select the requested modules.

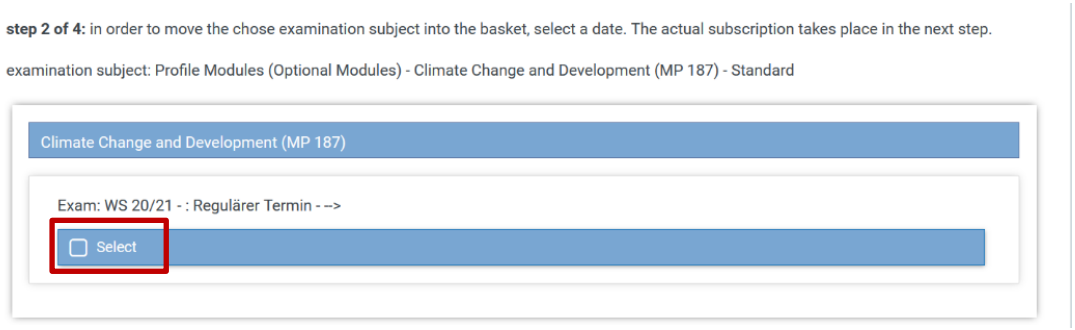
In the next step, you choose whether you want to register a module as core or as profile module.



Next, you can select the modules for which you would like to register for the examination or which you would like to include in your profile module plan by selecting core modules or profile modules. Simply click on the module which appears in the drop-down menu. Please note the following: Core modules are compulsory for each study program and are therefore not included in the profile module plan. For core modules it is only necessary to register for the respective exams via FlexNow.

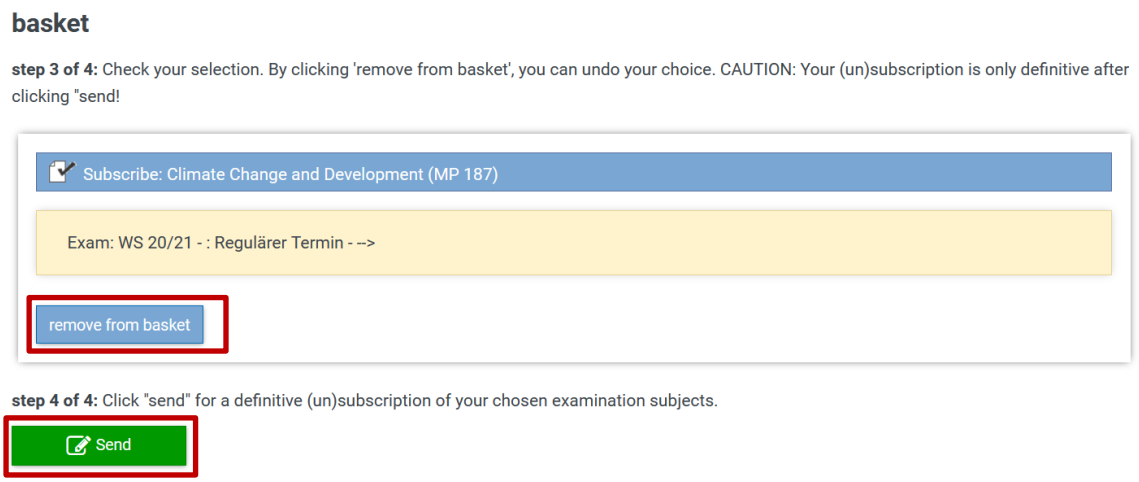


In the next step, you *select* the module. For your profile module plan you click on *Select* in the line of the requested semester and then on the button below *Selection into basket*.



You confirm this step by clicking *Selection into basket*.

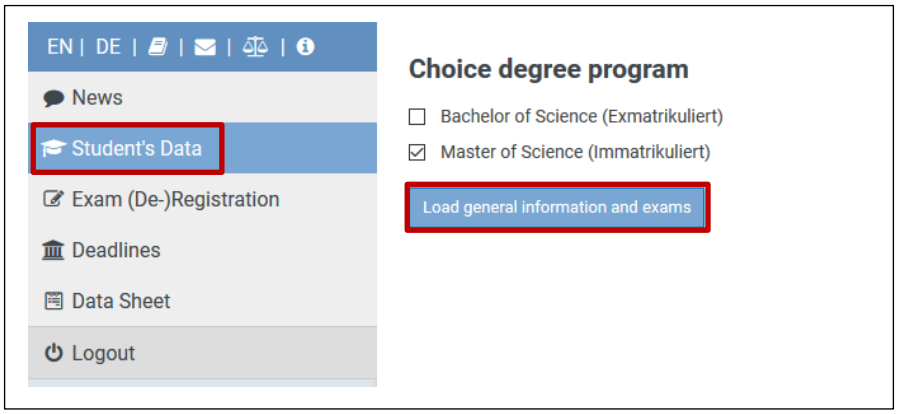
In step 3 you can view your *Basket* with the selected examinations or preregistrations. You now can confirm the registration for examination or your preregistration/profile module plan by clicking *Send*. Alternatively, you may remove a selected exam from the basket by clicking *remove from basket*.



As confirmation you will receive the transaction ID (TransaktionsID) via mail to your university e-mail account. Please save the confirmation mail carefully in case of inquiries.

Verify your registrations

Please always double check your account after having performed a transaction and make sure that you registered for the correct modules. This applies especially to examination registrations. In case you accidently registered only in the profile module plan you will not be entitled to take the examination. For checking please click on *Student's Data*, select your choice degree program and click on *Load general information and exams*.

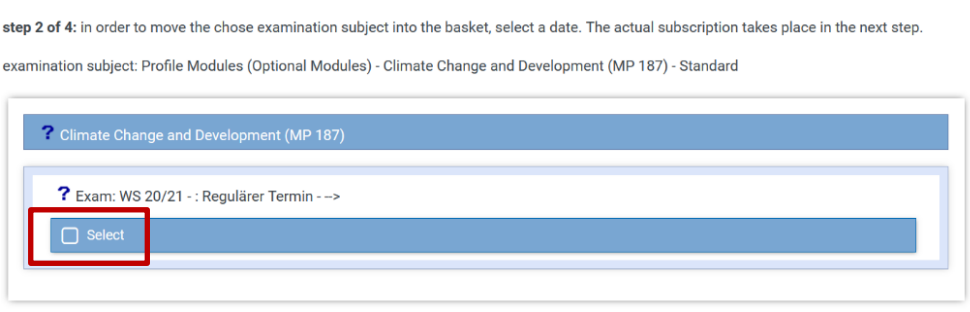


The blue question mark indicates an ungraded examination or respectively the module entry in the profile module plan. After successful completion of the examination the question mark will turn into a green checkmark and the achieved grade is shown. If the examination is failed, the module is marked with a red cross. In this case, you are automatically registered for the next possible examination period.

Deregistration from a module examination

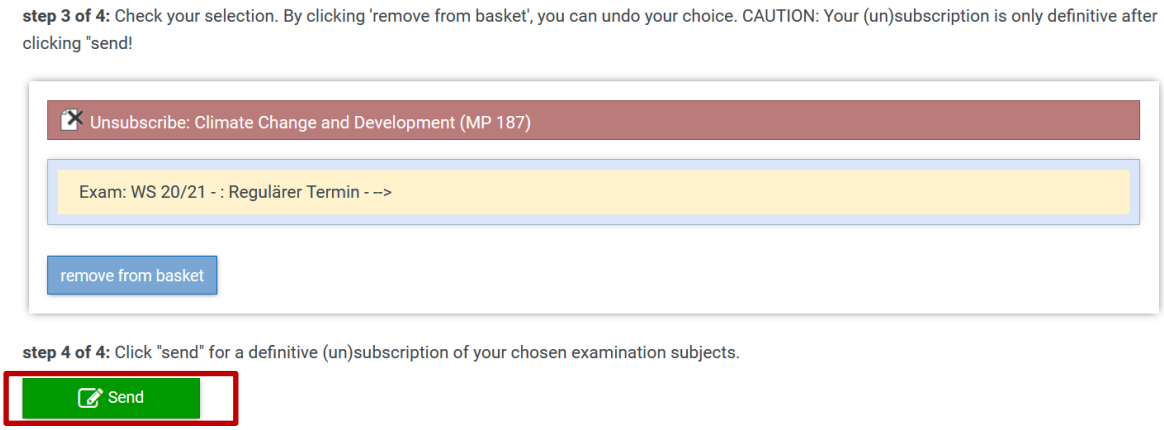
Up to ten days before the corresponding examination period it is possible to deregister from a module examination. Please go to *Exam (De-)Registration* and select *Kern- / Profilmodule - Standard* (core and profile modules) and then click on the module, as previously explained, you want to deregister.

The question mark next to the module title or the examination indicates that the module is already registered for examination. (The status of registration is described above).



Click *select* and then the button *Selection into basket*. You will see the module examination marked as unsubscribe.

To carry out the deregistration you have to click *Send*. If you would like to refrain from deregistration, you can delete all items in the cart by clicking *remove from basket*.



Further questions

Do I have to register for all exams myself, including repeat exams?

Yes. From the examinations for the summer semester 2025, students must register themselves for all examinations, including repeat examinations (medical certificate, failed, non-attendance). The Examinations Office will no longer automatically register students for repeat examinations.

How do I register for additional modules?

If you want to take more than the required number of modules, you must register the additional modules for the examination via the examination office. These supplementary modules are not part of your degree and are shown in a separate certificate. It is not possible to move these completed modules to the profile module plan at a later date. When you register for the exam, you make a binding decision as to whether or not the module counts as part of your studies.

What exactly are the procedures for module registrations?

As you have listed certain profile modules for the next semester in your profile module plan, we will consider your registration while distributing the seats in limited modules. However, it may happen that you will not receive a seat in a module as seats are given to students in higher semesters. We will not automatically forward your registration to the next possible semester. In this case, you have to change the allocation to a different semester for this module in the profile module plan by yourself. Since you will be in a higher semester at that point in time your chances of getting a seat in this module have increased.

Please read the instructions for module registrations and the information on the semester time schedule, which is updated each semester!

>> Module Registration

Am I automatically registered for the examinations by doing a registration in the profile module plan?

NO! The examination registration has to be carried out by each student within the respective deadlines.

>> Deadlines

Can I change the profile module plan at any time?

During the exam registrations the profile module plan is not available. During the rest of the year you can change you profile module plan at any time. Please make sure that your profile module plan is updated by the deadline for module registrations as we can only consider the profile module plans for distributing seats in limited modules (The deadlines for module registrations are given on the website *Modulanmeldung* (module registration))

Can I remove modules that I do not wish to continue?

After binding exam registration, profile modules may be exchanged for another profile module once the exam has been failed at least once. All you need to do is send an informal email to the Examinations Office stating the module you wish to withdraw. Profile modules that you have already passed can no longer be removed from your student account.
Core module have to be completed and cannot be exchanged

Further questions?

If you have further questions on examinations or the registration procedure, please do not hesitate to contact us. We would be glad to help you.

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