



Step-by-Step Instructions

This guide shows you step-by-step how to enter course and date requests in Studiport during the booking phase.

Requirements for this manual:

1. you are properly enrolled for the current semester
2. you have your login data for Studiport
3. you know which modules and courses you want to take in the current semester.

Login to Studiport

Go to the Studiport starting page and login.



If you encounter problems with your login data:

<https://www.uni-flensburg.de/zimt/services/services-fuer-studierende/infolyer-fuer-studierende/>

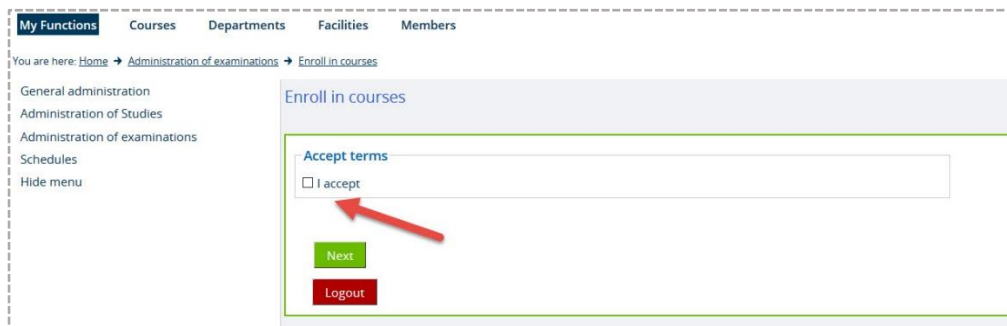
Step 1.1: Go to course enrollment

Go to My Functions -> Administration of examinations -> Enroll in courses



Step 1.2: Accept information page

With this page you confirm that you are aware of the fact that you can change study-relevant data on the following pages.

















Step 2: The navigation tree

The navigation tree is an image of your examination regulations including the module catalogs. (It helps to confirm this once using the examination regulations and the module catalogs).

Apply to modules

Funktionen | persönlichen Stundenplan aufrufen (neu)

-  Master European Studies 20192
 -  10 Abschlussmodul European Studies
 -  20 Pflichtmodule European Studies
 -  952005010 Catania first year
 -  952006010 European Law: An Introduction
 -  952006020 European Union Politics and Policies
 -  952006030 Critical Writing and Thinking
 -  952006040 European Political Economy
 -  952006050 History of European Integration
 -  952006060 Research Design for EU Studies
 -  952006070 Introduction into the Europeanization of Societies
 -  952006080 Transformation of European Economics
 -  952006090 Philosophy and Ideas of Europe
 -  30 Wahlpflichtmodule European Studies

Click through the navigation tree until you reach the sub-module for which you want to enrol in courses. Click on the icon in front of the submodule.

-  952006010 European Law: An Introduction
-   952006011 European Law and Politics
-  952006012 European Constitutional Law
-  952006015 Exam: European Law

Step 3: Assign priorities

You are now on the page where you can enter your enrollment requests. There are two places where you can and must make entries.

Apply to modules

Funktionen
persönlichen Stundenplan aufrufen (neu)

ⓘ **Auswahl: 1 aus 2** 952006031 Applied Critical Writing and Thinking

ⓘ **2231021d - Applied Critical Writing and Thinking**

 Priorität: ▼

apply **1-Gruppe**

Do 12:00 - 14:00 wöch 22.10.2020 - 21.01.2021 max. Plätze:

ⓘ **Zimt-02 - Testveranstaltung 2 Termine**

 Gruppenpriorität: not apply ▼

1-Gruppe

Mo 12:00 - 14:00 wöch 05.10.2020 - 26.10.2020 max. Plätze: 5

2-Gruppe

Di 10:00 - 12:00 wöch 06.10.2020 - 27.10.2020 max. Plätze: 10

Mitteilungen

Step 3.1: Choose courses

Please enter here the priorities you would like to be assigned to the courses. Priority 1 means highest priority. You can only assign this priority once (exception: the examination regulations require several courses for the submodule). You can assign all other priorities as often as you wish.

Apply to modules

Funktionen | persönlichen Stundenplan aufrufen (neu)

Auswahl: 1 aus 2 952006031 Applied Critical Writing and Thinking

Priorität: 2 2231021d - Applied Critical Writing and Thinking

apply 1-Gruppe

Do 12:00 - 14:00 wöch 22.10.2020 - 21.01.2021 max. Plätze:

Priorität: 1 Zimt-02 - Testveranstaltung 2 Termine

Gruppenpriorität: not apply 1-Gruppe

Mo 12:00 - 14:00 wöch 05.10.2020 - 26.10.2020 max. Plätze: 5

Gruppenpriorität: not apply 2-Gruppe

Di 10:00 - 12:00 wöch 06.10.2020 - 27.10.2020 max. Plätze: 10

apply

Mitteilungen

Weitere Module an- oder abmelden

Step 3.2: Selection of the date

Events can be offered alternatively on different dates. Such alternative dates are summarized as groups of dates. Here too, you can use priorities to influence which appointment is assigned to you.

Attention: Even if there is only one date group, you must check this group. Otherwise you will not have a registration for any date and therefore no registration for the course!

Apply to modules

Funktionen | persönlichen Stundenplan aufrufen (neu)

Auswahl: 1 aus 2 952006031 Applied Critical Writing and Thinking

Priorität: 2 2231021d - Applied Critical Writing and Thinking

- apply **1-Gruppe**
Do 12:00 - 14:00 wöch 22.10.2020 - 21.01.2021 max. Plätze:
- Priorität:** 1 Zimt-02 - Testveranstaltung 2 Termine
 - Gruppenpriorität:** 1 **1-Gruppe**
Mo 12:00 - 14:00 wöch 05.10.2020 - 26.10.2020 max. Plätze: 5
 - Gruppenpriorität:** 2 **2-Gruppe**
Di 10:00 - 12:00 wöch 06.10.2020 - 27.10.2020 max. Plätze: 10

Mitteilungen

Step 3.3: Save your entries

When you have made your entries for all courses and all date groups, click on Save.

Note: You can leave entries empty, then they will not be considered when assigning the courses or date groups.

Apply to modules

Funktionen | persönlichen Stundenplan aufrufen (neu)

ⓘ **Auswahl: 1 aus 2**

952006031 **Applied Critical Writing and Thinking**

📖 **Priorität:** 2

ⓘ **2231021d - Applied Critical Writing and Thinking**

apply **1-Gruppe**

Do 12:00 - 14:00 | wöch | 22.10.2020 - 21.01.2021 | max. Plätze:

📖 **Priorität:** 1

ⓘ **Zimt-02 - Testveranstaltung 2 Termine**

Gruppenpriorität: 1 **1-Gruppe**

Mo 12:00 - 14:00 | wöch | 05.10.2020 - 26.10.2020 | max. Plätze: 5

Gruppenpriorität: 2 **2-Gruppe**

Di 10:00 - 12:00 | wöch | 06.10.2020 - 27.10.2020 | max. Plätze: 10

apply

←

Mitteilungen
Weitere Module an- oder abmelden

Step 4: Completion and control of your enrollment

Repeat steps 2 and 3 until you have made and saved priorities for all courses you want to attend this semester.

You can check your entries for correctness and completeness via the menu item **Meine Belegungen**.

My Functions
Courses
Departments
Facilities
Members

You are here: [Home](#) → [Administration of examinations](#)

- General administration
- Administration of Studies
- Administration of examinations** 1
- Schedules

Administration of exams

- [Registration for exams](#)
- [Enroll in courses](#)
- [Info on registered examinations](#)
- [Performance Record](#)
- [Meine Belegungen](#) 2



Modul: 952006011 Europ. Law Politics

Priorität: 001

Veranstaltung: 2231011d European Law and Politics

Prof. Dr. Mangold, Anna Katharina

Gruppe	1
gew. Priorität	1
Status	AN
Termin	Donnerstag wöch: 15:00-17:00

Modul: 952006021 Modul 2 TM 1

Priorität: 001

Veranstaltung: 2231061d European Union Politics and Policies I

Prof. Dr. Roos, Christof