HOW TO SIGN UP FOR LANGUAGE CLASSES WS 2020/21

The classes you see in Porta for WS 2020/21 now represent what will actually be offered. There is a mix of a few face-to-face and hybrid classes, and numerous digital-only classes, due to the COVID-19 pandemic and the resultant hygiene and safety rules. The labels tell you the teaching format, and the "Details" descriptions give more information on what will be required of you in terms of attendance/participation. See the screenshots below for tips on how to find the course descriptions.

The main registration period for *Anglistik* language classes for WS 2020/21 will be 7th – 14th October 2020!

After 14th October: Places will be allocated using an automated process. You will then see in Porta whether you have been allocated a place in the class(es) that you chose. Only the status 'zugelassen' ('ZU') means that you have a place. You MUST attend the first lesson(s) in order to keep your place; if you miss that lesson and do not contact your teacher, you will be deleted from the list and lose your place.

23rd – 28th October: You have a further chance to sign up for classes. Students using this later registration period to sign up for the first time have lower chances of getting a place in the group/class that is their first priority. If, after 29th October, you do not have a place in all the LANG classes you need to take, you should immediately email the member of the *Sprachpraxis* team who is responsible for the class(es) in question (not the class teacher! See below).

We endeavour to provide high quality learning environments for all our students by offering an appropriate number of groups of each class and by balancing participant numbers across these groups. In order to make the best decisions about groups and participant numbers, we need reliable data on how many students need to take each class – which we can only get if students use the first registration period to sign up. Please register for classes before 14th October!

Note that Bachelor's students will not be given priority in Master's-level language classes. If you are not yet enrolled as a Master's student (i.e. not even 'doppelt eingeschrieben'), we ask that you wait until the later registration phase to enquire about the possibility of joining Master's-level classes and do not try to sign up for them during the main registration period. We retain the right to delete registrations of Bachelor's students for Master's-level classes.

If you need to change your registrations, for example due to clashes in your timetable, please use the second registration phase. If you have issues after 28th October, email the person responsible (see below) and send your timetable as evidence to request to move from your allocated class. Do this as soon as possible after you become aware of the need to change.

Classes will start on 2nd November 2020. Once you are registered for classes, keep an eye on StudIP and your e-mails for information about week 1's lessons.

The most important thing is to sign up for classes as early as possible!

If you need further help signing up for LANG classes, please contact the member of staff who is responsible for registration for the specific classes in WS 2020/21:

Lang 101, 201	- Dr Skipp (skipp@uni-trier.de, B341)
Lang 301, 302, 402	- Mr Banks (banks@uni-trier.de, B342)
Lang 501	- Ms Ebbert-Hübner (ebbert@uni-trier.de, B343)
Lang 701	- Ms Weider (weider@uni-trier.de, B343)
Lang 901	- Mrs Maas (cmmaas@uni-trier.de, B339)

→ Please remember that members of *Sprachpraxis* are NOT responsible for Lit or Ling classes! ←

Extra Information WS 2020/21

1) Classes that are <u>not</u> labelled as "hybrid" or "digital" will be taking place face-to-face. For these classes, keep in mind that there is a maximum capacity for rooms. This means being added to a full class will not be possible. Showing up on the first day of class without being registered or contacting the relevant instructor beforehand is not acceptable.

2) For "hybrid" classes, students will be split into sub-groups and these sub-groups will rotate weeks in the classroom. Some students will need to show up for their classroom lesson in the first week of teaching, others not until a later week. This also means that you cannot be added by just showing up for class, and it will be problematic to add students to classes after the sub-groups have been arranged. You will need to check information on StudIP/via e-mail to find out when your first week in the classroom is.

3) For "digital" classes, information will be up on StudIP about requirements. Make sure you know what first week requirements there are. Many classes will have a live online lesson in week one, which you need to attend. So make sure you register using the phases on PORTA and look for information about how to join the online lessons.

In general, remember to ask your instructor if you have questions or let them know about any concerns you may have, especially about hybrid or digital classes.

SIGNING UP FOR LANG CLASSES – STEP BY STEP:

- Log in to Porta with your normal Uni Trier log-in details

- Click on "Mein Studium" → "Studienplaner"
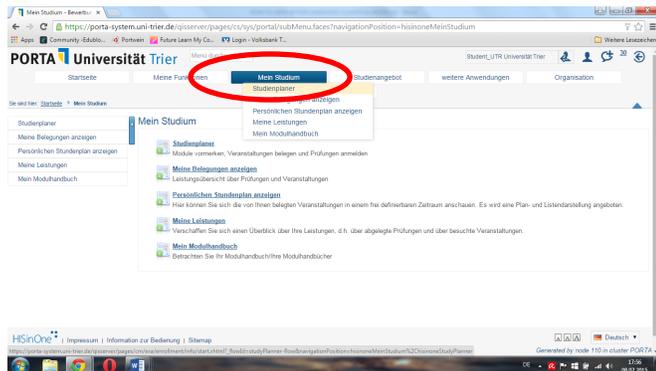
- You will see a list of your **degree subjects**. Click on 'Diesen Studiengang auswählen' next to English.
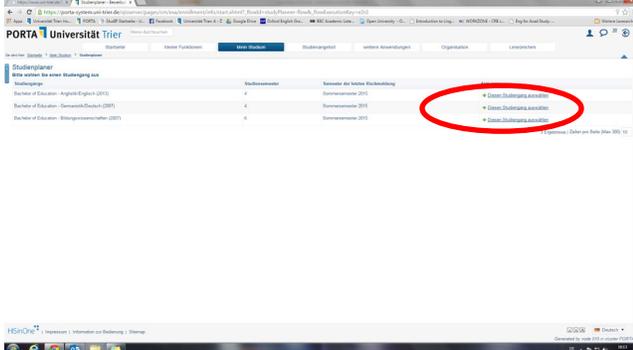
- You will see a list of all of the **modules in your degree programme**. Click on the module that you are due to complete next.
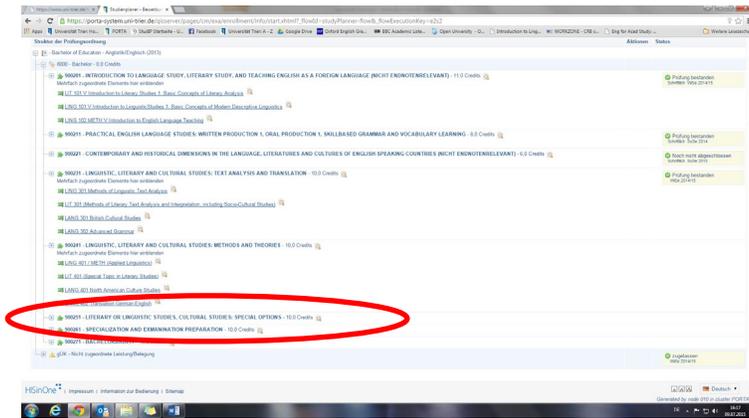
- You will be shown a list of all the classes that are part of that module. Click on the magnifying class (*Lupe*) symbol next to the class titles to see **information about the parallel groups**, teachers, and days/times.
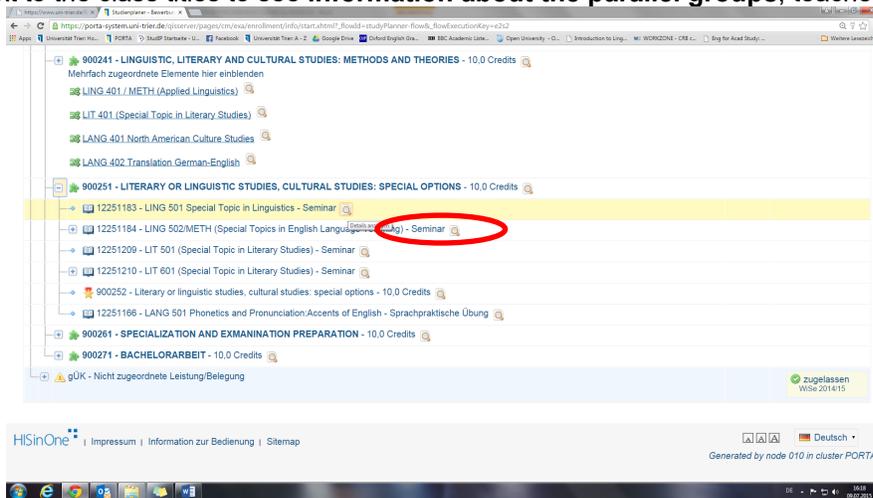
- **To find the class descriptions with information about the specific topic, attendance/participation and assessment requirements of a group of the class, click on "Details einblenden" once you are looking at a specific class and have the list of parallel groups.**
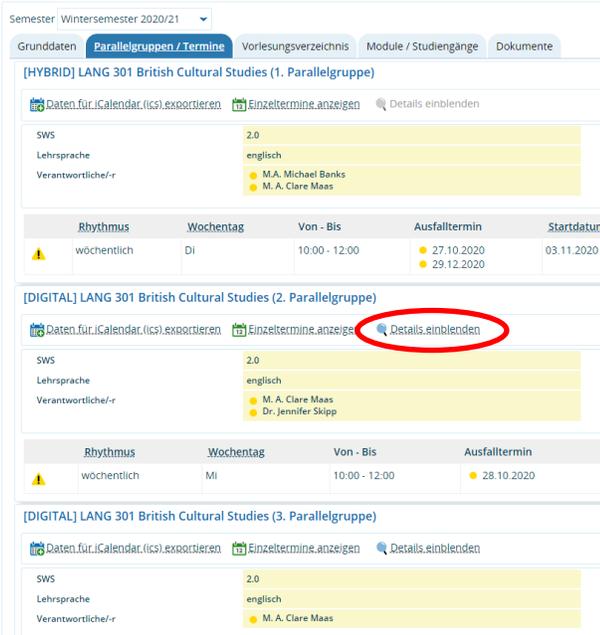
- Click on the symbol with a door and arrow in order to 'belegen' and **register** for this class.

- You will be shown a compact list of all of the parallel groups of the class with the days, times and teachers. You should choose your **top three priorities** by clicking on the drop-down buttons.
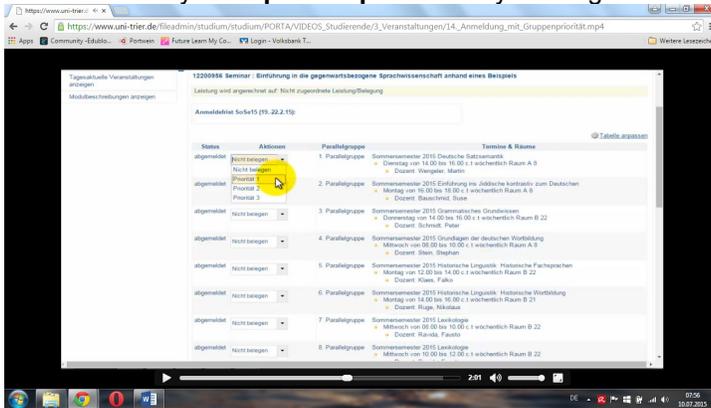
- Click on "jetzt belegen" at the top of the page to confirm your registration for these groups.