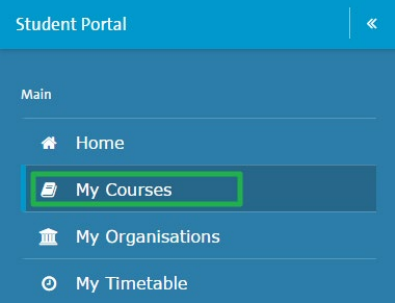
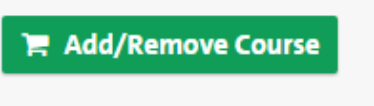
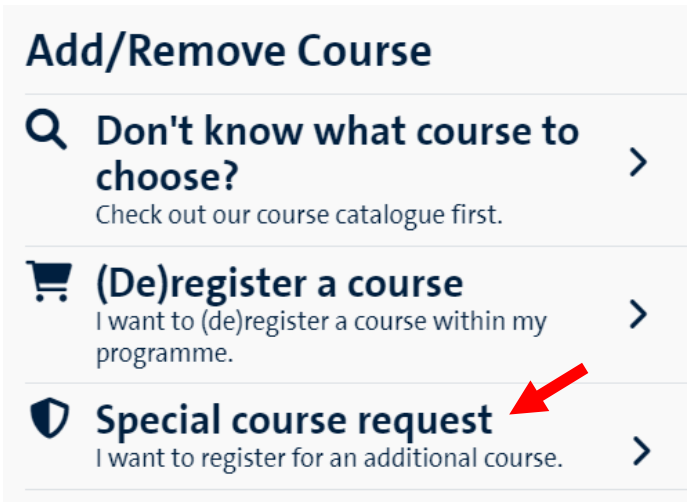


Special Course Request

You can request courses as part of your own study (during your minor period), or as extracurricular education. These are blocks that you will take in another education programme, but within the UM. We have explained step by step how to request these blocks below.

Je kunt blokken aanvragen in het kader van je eigen studie (gedurende je minor periode), of als extra curriculaire onderwijs. Dit zijn dan blokken die je bij een andere opleiding, maar wel binnen de UM gaat volgen. Hoe je deze blokken moet aanvragen hebben we hieronder stap voor stap uitgelegd.

	<p>Login to Student Portal and go to “My Courses”</p> <p><i>Login in de Student Portal en ga naar “My Courses”</i></p>
	<p>Click the button “Add/Remove Course” underneath “Current Courses”</p> <p><i>Klik op de knop “Add/Remove Course” onder “Current Courses”</i></p>
	<p>Choose for “Special course request”</p> <p><i>Kies voor “Special course request”</i></p>

Special course request

Instructions

You are about to register a special course request. Please perform the following options/steps:

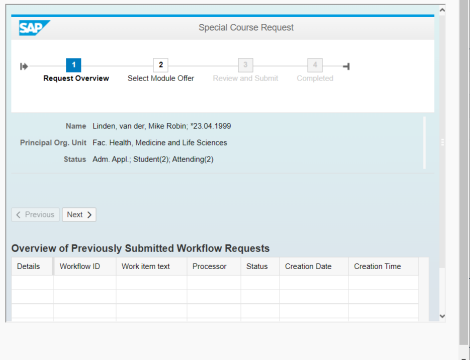
1. The screen "Request Overview" shows previous submitted special course requests. To send in a new request click "next".
2. Select the correct Program of Study from the dropdown list next to "Programme".
3. Then you need to enter the code from the course or module you want to participate in and click the square next to it.

Please note: If you do not know the exact module code, you can use an "*" as wildcard in your search, you can also use (part) of the description of the course or module to search.

4. A pop-up will appear. Click "start Search" and select the module by clicking the square in front of it and confirm by clicking "OK".
5. Select the Academic Session in the dropdown menu. Please note: only the available sessions of offering for the selected module appear.
6. Optionally you can add a Text/Justification in the field below.
7. To continue click "Next".
8. Now you can review your request and submit it by clicking "Submit".
9. You have completed your request and you will be informed when the request has been approved or denied.

Safari issues?

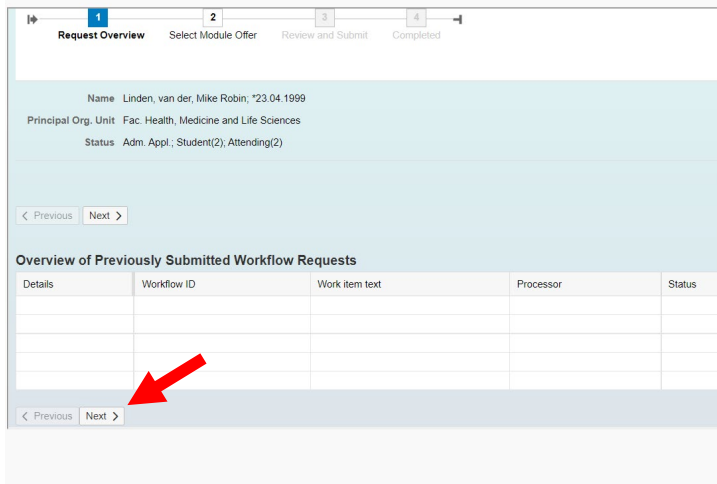
You might encounter a problem with the use of Safari on both iOS and MacOS. In some cases the page does not load and only shows a white page. This issue is under investigation. Please use a different browser for course registration.



Via the green button on the top right, you can open/close the instructions how to complete the special course request.

Met de groene button rechts boven, kun je de instructies raadplegen welke meer uitleg geven over het voltooiën van de special course request.

Special course request



Name: Linden, van der, Mike Robin; *23.04.1999
Principal Org. Unit: Fac. Health, Medicine and Life Sciences
Status: Adm. Appl.; Student(2); Attending(2)

< Previous Next >

Overview of Previously Submitted Workflow Requests

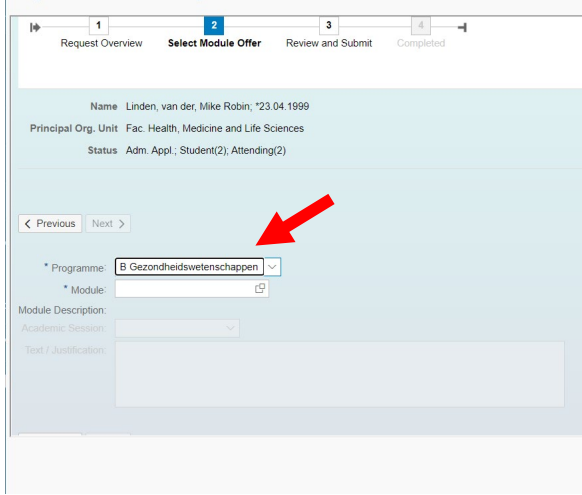
Details	Workflow ID	Work item text	Processor	Status

< Previous Next >

In this next screen you see an overview of the special course requests you may already have done. Click on "Next"

In dit scherm zie je een overzicht van de special course requests die je eventueel al hebt gedaan. Klik op "Next"

Special course request



Name: Linden, van der, Mike Robin; *23.04.1999
Principal Org. Unit: Fac. Health, Medicine and Life Sciences
Status: Adm. Appl.; Student(2); Attending(2)

< Previous Next >

* Programme: B Gezondheidswetenschappen
* Module:

Module Description:
Academic Session:
Text / Justification:

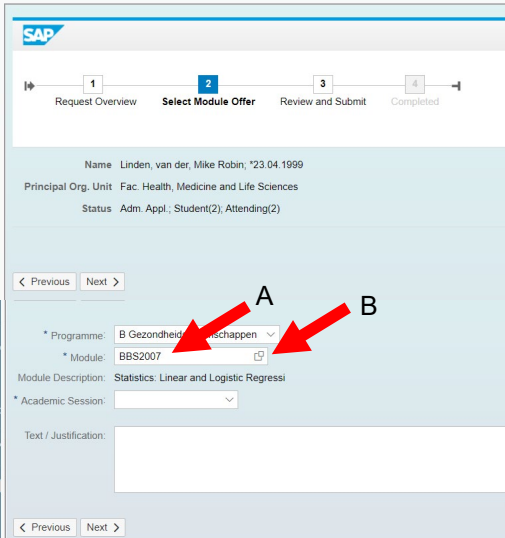
First you should determine in which context you want to book the course or module.

- Do you want to book the course as part of your minor → choose your own Programme of Study
- Do you want to book the course as extra curricular education → choose Extracurricular courses

Bepaal eerst de context waarin je de course of module wilt volgen.

- Wil je de module volgen in het kader van je minor → kies je eigen studie programma
- Wil je de module volgen in het kader van extra curriculaire onderwijs → kies Extracurricular courses

Special course request



At Module (“A”) you enter the code from the course or module you want to participate in. Next click the button at “B”

Please note: if you do not know the exact module code, you can use an * as wildcard in your search. You can also use (part) of the description of the course or module to search.

Bij Module (“A”) vul de je de code in van de course of module waaraan je wilt deelnemen. Klik vervolgens op de knop bij “B”

*Opmerking: Als je de exacte module code niet kent kun je ook een * als joker gebruiken. Je kunt tevens zoeken op (een gedeelte van) de omschrijving van de course of module.*

Search: Module



Search Criteria

Hide Search Criteria ?

Module (Abbrev.)

BBS2007

Search

Clear Entries

Reset to Default

A pop-up screen opens. Click on “Search”

Een pop-up scherm opent. Klik op “Search”

Search: Module ✖

Search Criteria Hide Search Criteria ?

Module (Abbrev.)

Results List: 1 results found for Module

Object ID	Object abbr.	Name
51449778	BBS2007	Statistics: Linear and Logistic Reg...

Select the course you want to participate in by clicking the grey square in front of the line.

Selecteer de module die je wilt volgen door te klikken op het grijze vierkantje aan het begin van de regel.

Special course request

Name: Linden, van der, Mike Robin; *23.04.1999
Principal Org. Unit: Fac. Health, Medicine and Life Sciences
Status: Adm. Appl.; Student(2); Attending(2)

< Previous Next >

* Programme: B Gezondheidswetenschappen
* Module: BBS2007
Module Description: Statistics: Linear and Logistic Regressi
* Academic Session: 2021-22/Year

Text / Justification:

< Previous Next >

Select the academic session from the dropdown next to "Academic Session"

Please note that only the sessions where the module or course is offered in, will appear.

Selecteer de onderwijsperiode uit de dropdown naast "Academic Session"

Let op: alleen onderwijs periodes waarin de course of module wordt aangeboden worden getoond.

Special course request

Name: Linden, van der, Mike Robin; *23.04.1999
Principal Org. Unit: Fac. Health, Medicine and Life Sciences
Status: Adm. Appl.; Student(2); Attending(2)

< Previous Next >

* Programme: B Gezondheidswetenschappen
* Module: BBS2007
Module Description: Statistics: Linear and Logistic Regressi
* Academic Session: 2021-22/Year

Text / Justification:

< Previous Next >

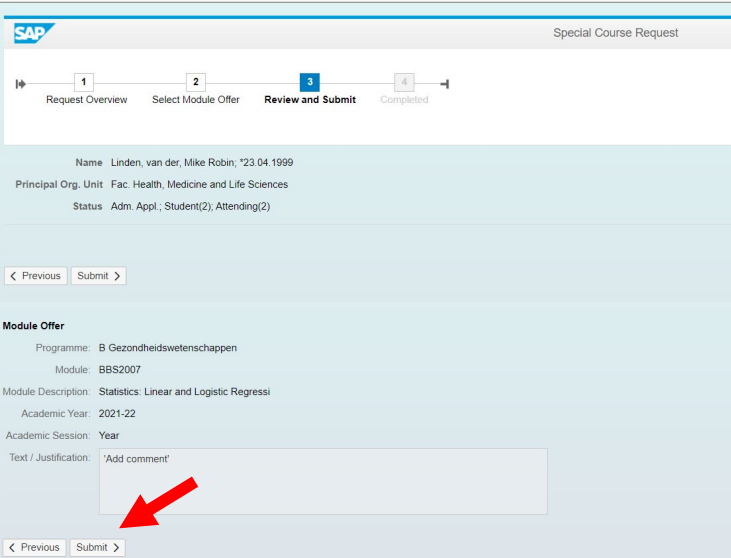
Optionally you can add a text or comment.

Then click "Next"

Je kunt desgewenst een tekst of opmerking bijvoegen.

Klik vervolgens op "Next"

Special course request



SAP Special Course Request

1 Request Overview 2 Select Module Offer 3 **Review and Submit** 4 Completed

Name Linden, van der, Mike Robin; *23.04.1999
Principal Org. Unit Fac. Health, Medicine and Life Sciences
Status Adm. Appl.; Student(2), Attending(2)

< Previous Submit >

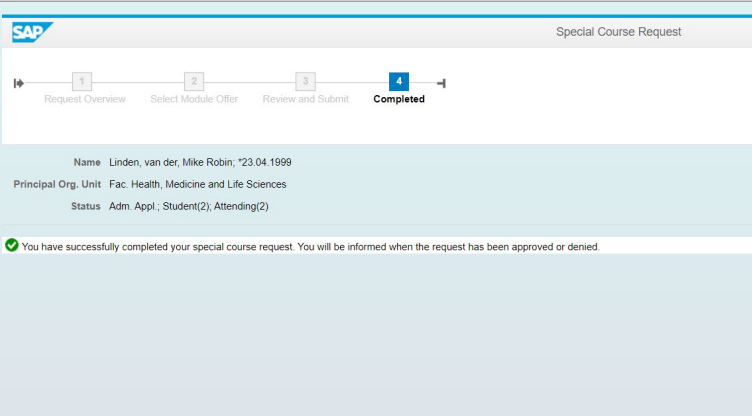
Module Offer
Programme: B Gezondheidswetenschappen
Module: BBS2007
Module Description: Statistics: Linear and Logistic Regressi
Academic Year: 2021-22
Academic Session: Year
Text / Justification: 'Add comment'

< Previous Submit >

When you have reviewed the details of your special course request and they are correct please click "Submit"

Als je de gegevens van je special course request hebt gecontroleerd en ze zijn correct klik je op "Submit"

Special course request



SAP Special Course Request

1 Request Overview 2 Select Module Offer 3 Review and Submit 4 **Completed**

Name Linden, van der, Mike Robin; *23.04.1999
Principal Org. Unit Fac. Health, Medicine and Life Sciences
Status Adm. Appl.; Student(2), Attending(2)

✔ You have successfully completed your special course request. You will be informed when the request has been approved or denied.

You have finished your special course request.

You will be informed when the request has been approved or rejected.

Je hebt je Special course request afgerond.

Je wordt geïnformeerd zodra je verzoek is goed- of afgekeurd.

***** END / EINDE *****