

# Online course enrollment Fall 2019

Follow steps I to VI in sequential order:

- I [course orientation](#)
- II [login](#)
- III [go to profile and submit the required ECTS](#)
- IV [course enrollment](#)
- V [check and edit your enrollments](#)
- VI [print study plan](#)

Follow steps VII and VIII only if you need to make changes:

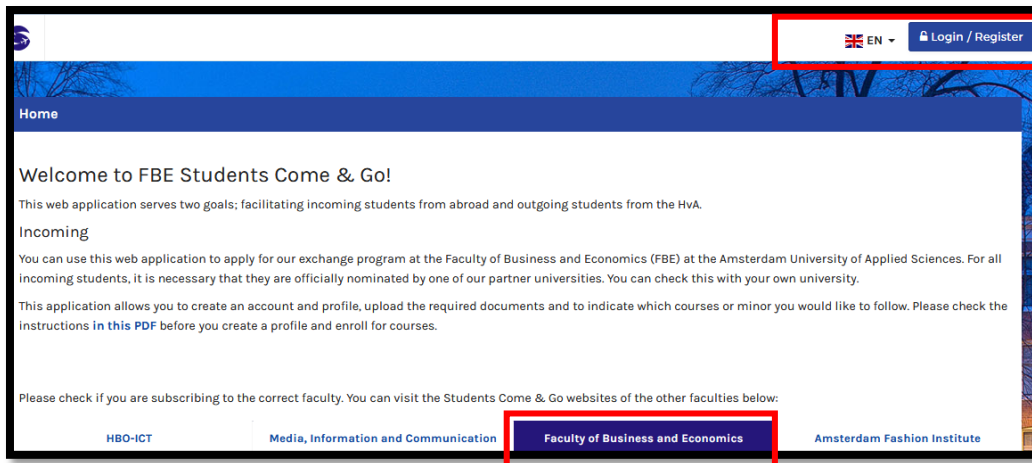
- VII [withdrawn all enrollments after submission](#)
- VIII [status](#)

## I Course orientation

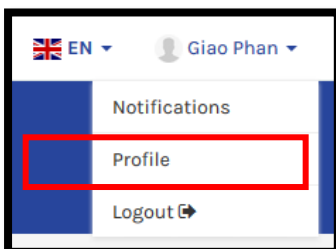
Choose your study plan and back up plan from [the course curriculum](#).

Check the separate 'Course Enrollment checklist' and ensure you received approval from your home university before you submit your courses.

## II Log on to the Students Come and Go portal: <https://fbe.studentscomeandgo.nl/>



## III Go to 'profile' and submit the required ECTS



- click 'edit' and submit the required ECTS which you agreed with your home university.

- click 'yes' or 'no' whether the course selection has to meet academic requirements set by your home university. This part is mandatory before you can proceed and submit your enrollments.

Required number of ECTS student has to take during one semester	1
I have to meet academic requirements during my exchange	No

## IV Course enrollment

If you intend to study at AUAS for 2 semesters, you have to submit your courses for the first semester only.

1. Go to the tab 'Enroll' and make sure to tick the box 2019-2020 Spring semester.
2. Now you see the available individual courses and minors (=complete 30 ECTS programme)  
a minor = a fixed set of courses of 30 ects.  
For the explanation on the difference between a minor and an individual course check [the course curriculum page](#).
3. Make your selection with the buttons '+ choose'.  
Note: the explanation of the following steps only applies if you click your first choices and back up choices all at the same time, before you click on the purple button 'submit your enrollment'!

Create your study program

To start, search for courses below and then add them here.

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Find offered courses, minors, internships, etc.

Search by name... -- Select an institute --

2017-2018 Spring semester (01-02-2018 to 01-07-2018)

MINOR	Business English	ECTS: 30 Units: 1	+ Choose ▼
MINOR	Business of Sports and Entertainment	ECTS: 30 Units: 1	+ Choose ▼
MINOR	Cross Cultural Business Skills	ECTS: 30 Units: 1	+ Choose ▼
COURSE	Business Process Simulation (MBPI MAN/ MBPI FIN)	ECTS: 10 Units: 1	+ Choose ▼

In case you have clicked on the purple button 'submit your enrollment' and still need to add more courses, go to the explanation in paragraph '[check and edit your enrollments](#)' to add more enrollments.

4. Your selections will appear at the top of your screen at 'Create your study program'.  
Swipe to the right to indicate whether your selection is a 1<sup>st</sup> choice or back up choice.

### 1<sup>st</sup> choice

Create your study program

<input checked="" type="checkbox"/>	MINOR	Business English	ECTS: 30	Remove
<input checked="" type="checkbox"/>	1st choice			
Your enroll period:		1 February 2018 to 1 July 2018		
6000MBEN17		Duration:	21 weeks	
		Enroll period:	01-02-2018 to 01-07-2018	
<input checked="" type="checkbox"/>	MINOR	6000MBEN17 Business English	ECTS: 30	Mandatory
Enter any comments regarding your enrollment				Total ECTS: 30
<a href="#">Submit your enrollment</a>				

### back up choice

Create your study program

<input checked="" type="checkbox"/>	MINOR	Business English	ECTS: 30	Remove
<input type="checkbox"/>	Backup choice			
Your enroll period:		1 February 2018 to 1 July 2018		
6000MBEN17		Duration:	21 weeks	
		Enroll period:	01-02-2018 to 01-07-2018	
<input checked="" type="checkbox"/>	MINOR	6000MBEN17 Business English	ECTS: 30	Mandatory
Enter any comments regarding your enrollment				Total ECTS: 0
<a href="#">Submit your enrollment</a>				

5. After having completed your course selection, click on the purple button 'submit your enrollment'. For some courses/minors the requirements will appear.
6. If the requirements appear, carefully check each requirement and tick all the boxes if you meet them.

Create your study program

✓	MINOR	Business English	ECTS: 30	Remove
<input type="checkbox"/>	1st choice		Selected units: 1	
	Your enroll period:	1 February 2018 to 1 July 2018		
	6000MBEN17		Duration: 21 weeks	
			Enroll period: 01-02-2018 to 01-07-2018	
✓	MINOR	6000MBEN17 Business English	ECTS: 30	Mandatory
		The minor programme takes place at the Wibauthuis building in the city centre. This is approximately 20 minutes by metro from the Fraijlemaborg building. For details see the online course curriculum.	Duration: 21 weeks	
		<b>Requirements:</b> <ul style="list-style-type: none"> <li>This course is for learners of English as a foreign language with an advanced level of English: at least B2 CEFR level or upper-intermediate English language skills.           <input checked="" type="checkbox"/> I agree/accept this requirement         </li> <li>At the beginning of the course, you will be given a diagnostic test to assess your level of English.           <input checked="" type="checkbox"/> I agree/accept this requirement         </li> <li>The Business English module is intended for those students who already have a good level of English (B2).           <input checked="" type="checkbox"/> I agree/accept this requirement         </li> <li>Applicants for the minor should send their IELTS or TOEFL results to assess whether they are eligible.           <input checked="" type="checkbox"/> I agree/accept this requirement         </li> </ul>		
	Enter any comments regarding your enrollment		Total ECTS: 30	
				<input type="button" value="Submit your enrollment"/>

**7. Done and sure about your choice? click 'submit your enrollment'.**

Please note:

- If you exceed the maximum of 30ECTS, you will see a warning in yellow:

**Your enrollment can not yet be submitted:**

- Your current selection exceeds the maximum of 30 ECTS

- if you have not submitted your back up choice or have not accepted all requirements, you will see a warning in yellow:

**Your enrollment can not yet be submitted:**

- You must submit at least one backup choice
- You have not accepted all requirements




- if a blue warning appears, it means you have selected more modules than the amount of credits you have filled out on your profile. Do not worry, you can still proceed and finish your enrollments.

• Your total ECTS exceeds the amount set in your profile: 1

- If you cannot select the course you want to take it may mean that it is full. Check the Students Come and Go portal regularly! Spots might become available if other students change their selection.
- If a class remains full in the system, there is no use to ask us for an extra spot. We cannot increase the capacity and have to be very strict since there is literally no room to let more people in.

## V Check and edit your enrollments

- go to 'my enrollments'.
- go to the 'edit' icon to view and edit your enrollments.

	Enrollee	Enrolled by	Type	Partner	Status	Date created
  	Giao Phan	Giao Phan	Incoming exchange		Pending	08-11-2017 15:42

### remove a module

- click 'remove' if you want to remove your choice.
- You will read: 'are you sure?' **Yes/No**.
- click '**Yes**' to remove the enrollment.

Create your study program

MINOR **Business English** ECTS: 30 Are you sure? Yes / No

1st choice Selected units: 1

Your enroll period: 1 February 2018 to 1 July 2018

### add a module

- the list of minors and modules appear below your selected study program.
- follow steps 3 to 7 from the paragraph [course enrollment](#) of this document.
- note: your last updated adjustments count.

Create your study program

COURSE **Business Process Simulation (MBPI MAN/ MBPI FIN)** ECTS: 10  Remove

Backup choice Selected units: 1

Your enroll period: 1 February 2018 to 1 July 2018

Enter any comments regarding your enrollment Total ECTS: 0

[Submit your enrollment](#)

Find offered courses, minors, internships, etc.

Search by name...  -- Select an institute --

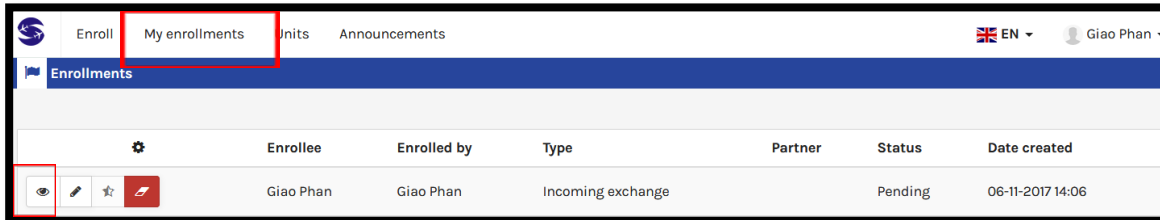
2017-2018 Spring semester (01-02-2018 to 01-07-2018)

MINOR	<b>Business English</b>	ECTS: 30	<input type="checkbox"/> Choose <input type="checkbox"/>
		Units: 1	
MINOR	<b>Business of Sports and Entertainment</b>	ECTS: 30	<input type="checkbox"/> Choose <input type="checkbox"/>

## VI Print study plan

After you have submitted your courses, you need to print your study plan:

- Go to the tab 'my enrollments'.
- Click the 'eye' icon to see your final enrollments.



- First read all statements carefully and tick the boxes.
- Then click the 'print' button.
- On the print out, your study abroad coordinator at your home institution can sign and stamp your study plan.
- Upload the signed and stamped study plan to your profile.

**Print studyplan**

I hereby declare that the information provided in this study plan is correct and complete. I understand that any discrepancies in these details may result in my enrollment at AUAS being cancelled.

I did not pick more courses than I am required to take (max 30 ects).

I have checked the prerequisites in the course description of my course selection.

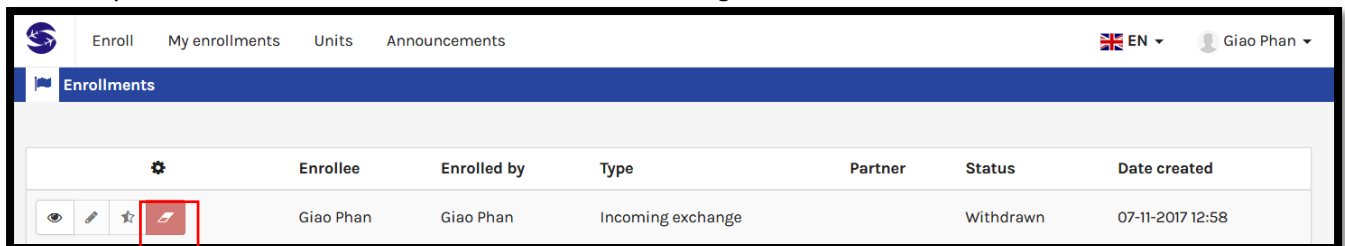
I have checked my academic requirements of my submitted study plan and back up study plan with my home university and I have arranged this prior to the course

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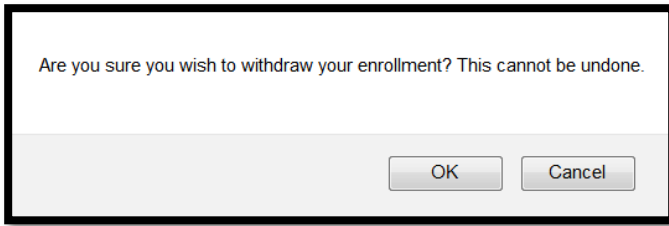
## VII Withdraw all enrollments after submission

If you want to remove your course selection after you have submitted your enrollment:

- Go to the tab 'My Enrollments'.
- To delete your enrollment click on the 'withdraw' icon on the right.



- The following message will appear:



- Click OK: the status will change to withdrawn.

## VIII Status

Your status will always remain on 'pending', the status will not change. You will receive an email within a few weeks before the start of the semester on how to check your final course schedule in our official course registration system SIS.