

Online course enrollment

Follow steps in sequential order

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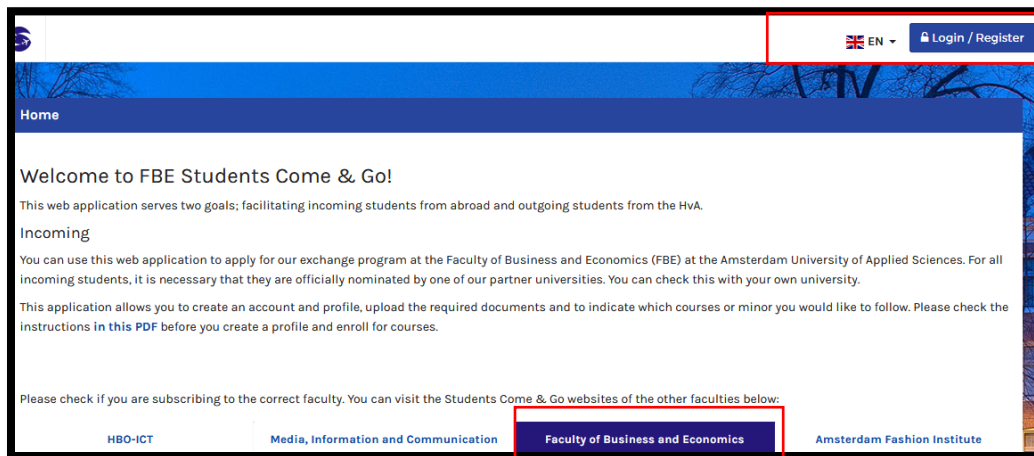
Course orientation

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

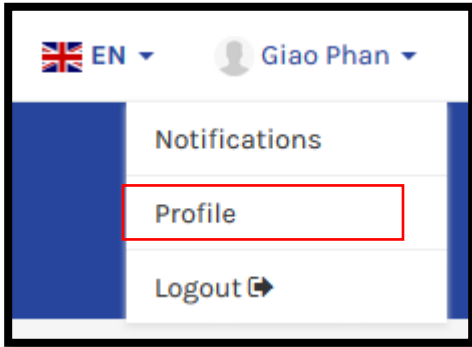
Check the separate 'Course Enrollment checklist' and ensure you received approval from your home university before you submit your courses.

Log in the Students Come and Go portal

<https://fbe.studentscomeandgo.nl/>



Go to 'profile' and submit the required ECTS



- 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.

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

Course enrollment

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

1. Go to the tab 'Enroll' and tick the box 2017-2018 Spring semester (01-02-2018 to 01-07-18).
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. You make your selection if you click on '+ choose'.

Note: the explanation of the following steps only apply 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.

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 'edit and check your enrollments' to add more enrollments.

- Your selections will appear at the top of your screen at 'Create your study program'.

Swipe to right to indicate whether your selection is a 1st choice or backup choice.

1st choice

Create your study program

<input checked="" type="checkbox"/>	MINOR	Business English	ECTS: 30	Remove ▾
<input checked="" type="checkbox"/>	<input checked="" 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	
<input checked="" type="checkbox"/>	MINOR	6000MBEN17 Business English	ECTS: 30	Mandatory ▾
Enter any comments regarding your enrollment				Total ECTS: 30
Submit your enrollment				

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

[Submit your enrollment](#)

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 the boxes if you meet them.

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

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.

Requirements:

- 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.
 I agree/accept this requirement
- At the beginning of the course, you will be given a diagnostic test to assess your level of English.
 I agree/accept this requirement
- The Business English module is intended for those students who already have a good level of English (B2).
 I agree/accept this requirement
- Applicants for the minor should send their IELTS or TOEFL results to assess whether they are eligible.
 I agree/accept this requirement

Enter any comments regarding your enrollment

Total ECTS: 30

[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 backup 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 appear it means you have selected more modules than the amount of credits you have filled out on your profile. Do not worry, you still can 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 it is not useful to ask 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.

Check and edit your enrollments

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

Enroll My enrollments Units Announcements EN Giao Phan

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.

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	Business English	ECTS: 30	+ Choose
		Units: 1	
MINOR	Business of Sports and Entertainment	ECTS: 30	+ Choose
		Units: 1	

note: your last updated adjustments counts.

[Print studyplan](#)

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.

Enroll **My enrollments** Units Announcements EN Gio Phan

Enrollments

	Enrollee	Enrolled by	Type	Partner	Status	Date created
<input type="checkbox"/>	Giao Phan	Giao Phan	Incoming exchange		Pending	06-11-2017 14:06

- You first have to read all statements carefully and tick the boxes.
- Then click the 'print' button.

- On the print out, your study abroad coordinator of your home institution can sign and stamp your study plan.
- Upload the studyplan on 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

Withdrawn 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 'withdrawn' icon to the right.

	Enrollee	Enrolled by	Type	Partner	Status	Date created
	Giao Phan	Giao Phan	Incoming exchange		Withdrawn	07-11-2017 12:58

- The following message will appear:

Are you sure you wish to withdraw your enrollment? This cannot be undone.

OK Cancel

- Click OK: the status will change to withdrawn.

Status

Your status will always remain on 'pending'. You will receive an e-mail how to check your final course schedule in our official course registration system SIS.