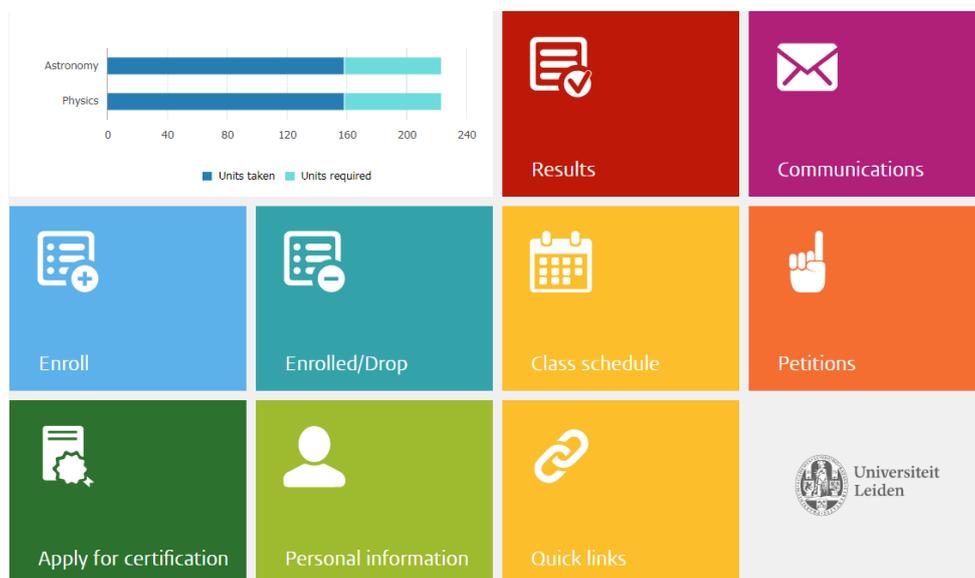


Enrolling in Classnumbers by entering the class number

This guide is based on the web-version of uSis



| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. |  <p>Click the Tile Enroll.</p> |
| | <p>Explanation: Enrolling for classnumbers</p> <p>There are different ways to find a course in uSis. If a course doesn't have an fixed examination date, mostly a 'general' classnumber is presented, with no date. When the grade is entered into the system, the correct date will be added.</p> <p>The courses of the faculty of Science that are available for enrollment in the current year have been published through a webpage: Bit.do/exam-enroll On that webpage you will find the classnumbers for the various study programmes If you are unable to find a course, knowing that it should be available in the current year, please mail to usis-fwn@science.leidenuniv.nl. Add the following information to your mail:</p> <ol style="list-style-type: none"> 1. Your studentnumber (from Leiden, but if applicable also your Delft-ID) 2. Your study programme 3. The full name of the course (preferably with the uSis catalog number, 10 characters, starting with 4) 4. (if known) the institute that 'gives' the course 5. A reference to the course in the Electronic Studyguide (or a screenprint) <p>Then we can find out why you cannot find the classnumber or course.</p> |
| 2. | Click the link Enroll by entering the class number . |
| 3. | In the next screen you select the year of study and/or Career level and then click CONTINUE |
| 4. | Screen <i>Select Class number</i> (step 1 of 4) Fill in the selected classnumber and click CONTINUE |

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| | <p>Explanation: available classnumbers As a result of entering a specific classnumber you only see one line of information. On the left side is a checkbox that you can check if you want to select the classnumber.</p> <p> A blue dot with an exclamation mark indicates that enrollment is possible (if you put your mouse over the dot, you see detail information about the enrollment period, closing date and time. E.G:</p> <div data-bbox="549 477 1273 591" style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  4062SFS26T NTK You can enroll from 00:00 on 01-05-2017 to 23:59 on 30-08-2018. </div> <p> do you see a red dot, then you should check what is the matter with this classnumber. You cannot enroll, you cannot check the box. If you put your mouse over the dot, detail information appears. These are some possible notifications:</p> <div data-bbox="549 763 1497 864" style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  4313MET13T BIO Metabolomi U kunt nu niet inschrijven voor deze studieactiviteit. De inschrijftermijn is verstreken. </div> <p>(= you cannot enroll now; the enrollment period has ended)</p> <div data-bbox="549 931 940 1021" style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  301121010W Studieactiviteit 9554 is gesloten. </div> <p>(= classnumber 9554 is closed)</p> <div data-bbox="549 1066 1115 1155" style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  4011ANAL1T U bent al voor deze studieactiviteit ingeschreven. </div> <p>(= you are already enrolled for this classnumber)</p> <p>Explanation waiting list Some classnumbers offer a waiting list. When the maximum capacity is reached, you can still enter for the classnumber, but will be placed on the waiting list. If someone drops the classnumber, the first of the list will be placed in the classnumber. Or sometimes the coordinator of the programme study decides who will be allowed in the classnumber.</p> <p>The notification you get after having enrolled is that the classnumber is full but that you are placed on number (x) . If you do not want to be on the waiting list, please drop this classnumber. You will receive an email if you are placed in the classnumber. If you do not receive any notifications, you are NOT enrolled for this classnumber.</p> <div data-bbox="454 1581 1123 1809" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Bericht</p> <p>Bericht: Deze studieactiviteit is vol, maar u bent op de wachtlijst geplaatst op nummer 1. Wilt u hiervan geen gebruik maken, verwijder dan deze inschrijving op de tab Inschrijving verwijderen. Indien u alsnog geplaatst wordt, ontvangt u hierover een e-mail. Ontvangt u geen nader bericht, dan staat u niet ingeschreven voor deze studieactiviteit.</p> </div> <p>Controleer dus altijd goed het eindresultaat van je inschrijving (stap 4 van 4)</p> |
| 5. | Place the item in the 'shopping cart' Click the button In shopping cart . |

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| | <p>Now that the item is in your shopping cart, you can finish the enrollment.</p> <p>Attention! You are not yet enrolled! To confirm you enrollment click the button 'shopping cart'.</p> | | | | | | | | |
| 6. | Click the button In shopping cart . | | | | | | | | |
| 7. | screen: select classnumbers (step 2 of 4) Tick the item you want to enroll for | | | | | | | | |
| 8. | Click the button Enroll and confirm this in the nest screen with the button Finish enrollment | | | | | | | | |
| f9. | Enroll. Click the button Enroll . | | | | | | | | |
| 10. | Screen: confirm enrollment (step 3 of 4) Complete enrollment. | | | | | | | | |
| 11. | Screen: check enrollment (step 4 of 4) | | | | | | | | |
| | <p>Endsituation – confirm enrollment</p> <p>You are enrolled now. The item is in your roster.</p> <table border="1"> <thead> <tr> <th>Bericht</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Voltooid: Deze studieactiviteit is toegevoegd aan uw rooster.</td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p>There can be situations that you get another notification.</p> <p>For instance: you are a Bachelor student and you try to enroll for a master classnumber. This is not allowed because of the 'Harde Knip'. You then see the following notification::</p> <table border="1"> <thead> <tr> <th>Bericht</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Fout: Deze studieactiviteit valt buiten uw opleiding. U hebt geen toestemming om zich voor deze studieactiviteiten in te schrijven.</td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p>When you see a notification you do not understand, please mail to uSis-FWN@edufwn.leidenuniv.nl (add a screenshot to your mail)</p> | Bericht | Status | Voltooid: Deze studieactiviteit is toegevoegd aan uw rooster. |  | Bericht | Status | Fout: Deze studieactiviteit valt buiten uw opleiding. U hebt geen toestemming om zich voor deze studieactiviteiten in te schrijven. |  |
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| 12. | End of procedure. | | | | | | | | |