INSTRUCTION FOR ENROLMENT FOR MASTER COURSES OF THE 2nd SEMESTER 2017/2018

Enrolment

On Thursday the 1st of February 2018, from 12.00 to 15.00 h you can enrol yourself for courses of the first semester (block III and IV). Look at the legend on the course schedule which courses are open for enrolment to students of your specialisation. Courses with “all” are open to all students.

Please take the following steps:

1. Go to http://www.psychology.leidenuniv.nl
2. Go to uSis (menu to the right)
3. Choose language English
4. Log in at uSis. In order to be able to use uSis you need a working University-account (U-account). You will receive this account when your registration at Leiden University is being processed. If you do not have a U-account, please contact the Admissions Office. For enrolment today, please visit the Student Services Centre.
5. Go to Self service: enrolment: add classes
6. Click the button Add classes
7. Fill in the study activity number from your list (Schedule Master, semester 1st)
Or search for the study activity in Find classes

Find classes:
   a. Click button search
   b. Course subject: psychology
   c. Go to additional search criteria
   d. Fill in course title keyword or course code
   e. Click button search and select class
   f. Select the study activity and add to shopping card
   g. Click button continue
   h. Continue to step 2 of 3
   i. Click the finishing button
   j. Check in your class schedule (drop down menu) if you are successfully enrolled for the study activities. If the activity is not shown on the schedule, retry everything and make sure that you do not forget step g, h and i.

When you enrol for the course group we expect you to take this course. If you want to cancel, you can do so during the specified time-frame. Outside this time-frame you cannot enrol or cancel for course groups in uSis. In that case please contact the Student Services Centre (SSC) as soon as possible.

Which course groups have I enrolled for?
Select Self Service: Student Centre in Usis, click weekly schedule to see a weekly calendar view. You can also check list view to see a list of all the course groups you’ve registered for.
If you want to cancel a registration, you can do so at Self Service: Enrolment: Drop classes.
Problems with enrolment

Should you encounter problems during the enrolment, it may be because
- The course group is full. Please choose another course group. Please note that some specific group allocations will be published on blackboard a few days before the start of the course.
- Some courses are available only to students from specific specialisations. Please see the schedule for an overview of all the courses that are open for your specialisation.

If you need help with enrolling go to the computer classrooms.

- Your registration at Leiden University is incomplete or not yet processed. Please contact the Admissions Office 071-5278011 in advance.
  If you have questions regarding your registration please go to the Student Services Centre (SSC), see programme.

Please note:

- Enrolling yourself for a course group does not automatically enrol you for the examination of this course. This is a separate registration in uSis that you perform from 100 to 10 calendar days before the examination. Only if you register for an exam, you can participate. No registration, no participation!

- Enrolling yourself for a course group in uSis does not automatically enroll you for this course in Blackboard. This is also a separate registration.

- This time we have started with a pilot for the specialisations Clinical Psychology and Health and Medical Psychology. The Student Services Centre has enrolled you for the mandatory courses of those two specialisations. If you can’t attend these courses due to personal circumstances, please deregister yourself today!