

Thursday the 29th of August 2019

INSTRUCTION FOR ENROLLMENT FOR MASTERCOURSES OF THE 1st SEMESTER 2019/2020

Enrollment

The Student Services Centre (SSC) has already enrolled you for all the courses that you selected in the Qualtrics survey.

If you didn't fill out the survey, you will have to register yourself **today** for the courses in uSis using the course schedule. Or if you want to cancel, you can do so during the specified time-frame. Outside this time-frame you cannot enroll or cancel for course groups in uSis. If an unforeseen event may occur, please contact the SSC as soon as possible.

Look at the legend on the course schedule which courses are open for enrollment to students of your specialisation.

Courses with "all" are open to all students.

After 3 pm the enrollment for this semester will be closed!

When you enroll for the course group we expect you to take this course.

Please take the following steps:

1. Go to [homepage masterstudents psychology](#)
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 enrollment today, please visit the Student Services Centre.
5. Please see:
[course-and-exam-enrollment](#)

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.

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:*

Enrollment: Drop classes.

Problems with enrollment

Should you encounter problems during the enrollment, 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.
- There are study activities in your shopping cart which are not accessible. You have to delete this activities first.
- Your registration at Leiden University is incomplete or not yet processed. Please contact the Admissions Office 071-5278011 in advance.

If you need help with enrolling go to the computer classrooms (1A26, 1 A46). You might be referred to the Student Services Centre on the ground floor.

Please note:

- Enrolling yourself for a course group does not automatically enroll 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 for exams, no participation!**
- Enrolling yourself for a course group in uSis does not automatically enroll you for this course in Blackboard (Bb). This is a separate registration. Today some of the courses may not be ready for enrollment (in Bb!) yet.