Manual online application system Bachelor Honours Classes

1. Go to the following website: http://www.honoursacademyleiden.nl.
2. Create an account through the "New user? Register here!" button or log in with your credentials if you have already registered before with this system. It is not possible to log in with your ULCN account – it is necessary to create a new account for this system. It is however possible to use your student e-mail (uMail) to create an account.

Step 1 & 2: Log in screen of the Honours Academy registration system
3. Did you forget your password? Click on the “Forgot your password?” link right below. Fill in your e-mail address so that a new password can be sent to you.

4. Once you are logged in, you will get an overview of the options for activities for which you can register. Select here the option of Bachelor Honours Classes for the period in which you want to enroll.

Step 4: Select “Bachelor Honours Classes”

5. In front of you, you will find a questionnaire. Please fill it in with your personal information before selecting the Bachelor Honours Classes of your choice. On the right side of the “Profile” section, there is a plus icon which if you click on it, gives you a frame where you can fill in or update your profile information. Note that the question 7 of the “More information” box requires you to fill in your average grade in a 10-point scale. Click on the “save” button if you are finished and continue your registration.
Step 5: Fill in your profile and personal information

You can use the following form to register for the Honours Classes of the first semester of 2017-2018. For more information, please see our website.

Registration is possible from Monday the 21st of August until Wednesday the 6th of September.

You will hear whether your application has been accepted starting September 25th.

Please answer the following questions before you can select one or more courses.

Profile

Firstname
Nieuwe

Middle name
Middle name

Lastname
Naam

Phone number/Mobile number
0123456789

Student number
2000000

Save

More information

Please provide the following information.

1) Bachelor's programme
   Liberal Arts and Sciences

2) I'm in the ... year of my Bachelor's programme
   second

3) At which faculty do you study?
   Governance and Global Affairs

4) Are you a student of the Honours College?
   Yes No

5) Please select the option that applies to you
   I'm a student at the LUC

Honours students who partake in the Honours College are obligated to follow at least one Honours Class as an elective. If you still haven't followed an Honours Class and you are completing your bachelor's programme this semester please answer this question with 'Yes'. If not, answer this question with 'No'.

6) Do you need to follow an Honours Class this semester to complete your Honours College programme -- i.e., to graduate?
   Yes No

You can convert your GPA if necessary (e.g., using this conversion scale); your average grade can be found quickly using the uLis mobile app.

7) Please indicate your average grade (on a 10-point scale, using one decimal):
   3.4

Save
6. Once you have successfully filled in the questionnaire, you will arrive at the page where you can select the Bachelor Honours Classes of your choice. Please note that:
- You can always return to the questionnaire to modify your answers (“Back to questionnaire”).
- If you would like to follow two Bachelor Honours Classes in one semester, select the box “I want to follow 2 courses”.
- Select “Courses in English” under the “—Select tag—” option (unless you want to take a course in Dutch). The course offer will be filtered according to your language preference.

**Step 6: Give your preferences and motivation for Bachelor Honours Classes**
7. Due to the fact that only a small number of students can be enrolled in a Bachelor Honours Class, we kindly request you to sign up for multiple courses. You can select up to 4 courses. Select a course from the column on the left side by clicking on the airplane icon. Then the selected course will appear in the column on the right side, along with the other courses of your preference. For each selected course you must write a course-specific motivation. Don’t forget to save it. Should you want to remove a course from the list of your course preferences, click then on the bin icon. Use the blue arrows to change the order of your course preferences.

![Order and motivate selected courses](image)

8. If you have selected all the courses of your preference and added your motivation for all of them, you can then click on the “Send in” button. Then you will receive an automated confirmation e-mail, and your application will be submitted to the Honours Academy. If you haven’t received this e-mail in your inbox, please check your spam folder. Please note that before the application deadline it remains possible to log in and modify your application, including your course preference and the motivation. After the deadline, course lecturers will make the selection of students for their Bachelor Honours Class. You will then receive an e-mail notifying you whether you have been selected for a Bachelor Honours Class and if so, which one.

*Should you have any questions that haven’t been addressed in this manual, or should you have any suggestions to improve the online application system for the Bachelor Honours Classes, please send an e-mail to baclasses@ha.leidenuniv.nl.*