The planning and enrollment process
for regular bachelor’s and master’s students

1. Planning: from 22 June 2023
   - Start planning your courses the first semester of the new academic year in MyStudymap in the student portal.
   - RESULT: a (draft) study planning in the student portal. You can enroll for courses and exams directly from this plan once the enrollment opens.

2. Semester 1 enrollment: from 13:00 hrs on 11 July 2023 (bachelor’s students) & 13:00 hrs on 12 July 2023 (master’s students)
   - You can enroll for semester 1 courses and exams in MyStudymap in the student portal.
   - RESULT: you are enrolled for courses and exams.
   - If you are a first-year bachelor’s student, your programme will enroll you for courses and exams in semester 1 at least.
   - You can’t enroll for honours (courses) and minors in the student portal in either semester. For more info, see the student website (www.student.universiteitleiden.nl).

3. Enrollment for courses closes: 14 calendar days before the start of the first course activity. (e.g. lecture, tutorial)
   - You cannot participate in the course after that date. For any changes to this date, see the course details in the prospectus.
   - If you have not unenrolled and you do not participate the exam, you have lost your first chance to take the exam.
   - Once you are unenrolled, you will no longer be able to take the exam.

4. Confirm exam attendance: from 30 up to and including 10 calendar days before the date of the exam.
   - You can unenroll yourself until the day of the exam.
   - If you have not unenrolled and you do not participate the exam, you have lost your first chance to take the exam.

5. Enrollment for resit: up to and including 10 to 5 calendar days before the resit is scheduled to take place
   - Enroll for the resit in the student portal.
   - The deadline of 10 or 5 days before the resit differs per faculty. Your degree programme will inform you.

6. Planning: from 15 November 2023
   - Start planning your semester 2 courses in MyStudymap in the student portal.

7. Semester 2 enrollment: from 13:00 hrs on 12 December 2023 (bachelor’s students) & 13:00 hrs on 13 December 2023 (master’s students)
   - Enroll for semester 2 courses and exams in MyStudymap in the student portal.