

Registration and deregistration manual

11 July, 2024

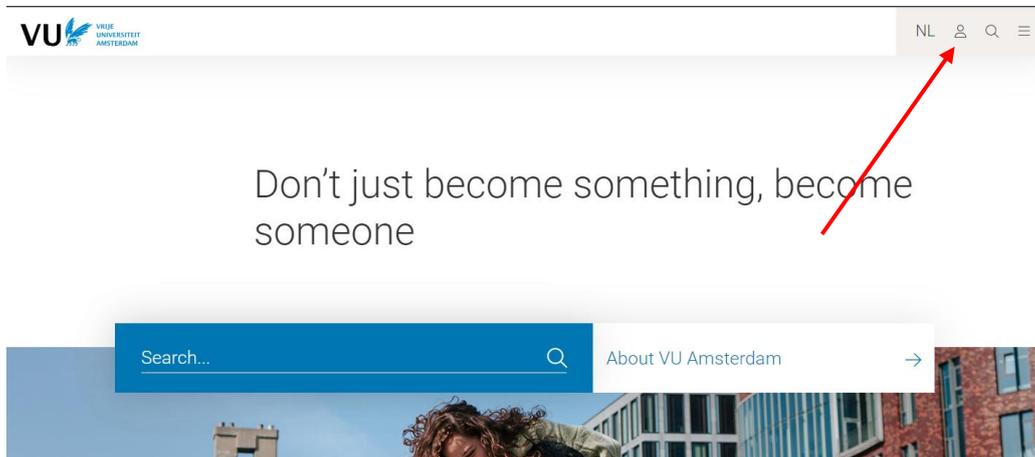
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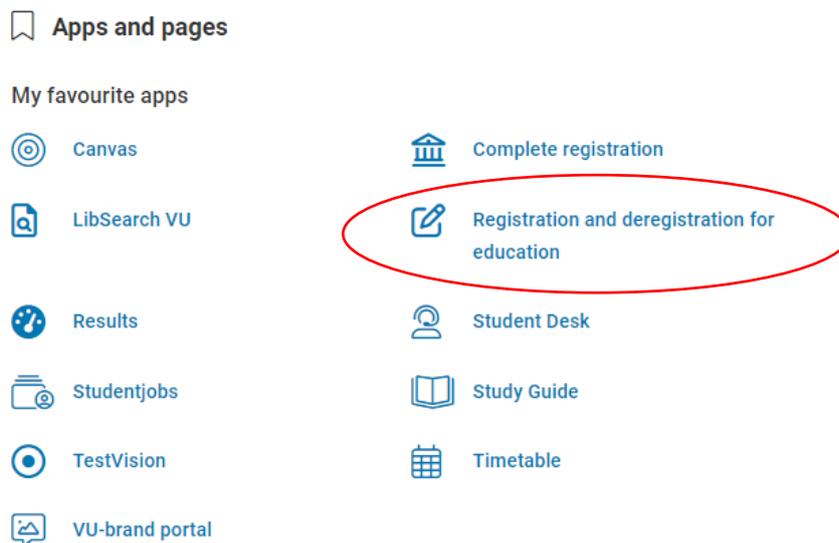
Registration is only possible if your enrolment for the corresponding academic year is completed.

Step 1 - Log in to your personal VU Dashboard

Go to vu.nl and log in to the dashboard using your VUnetID details. You will have received these in your personal email. If your application is not yet complete, complete it first. For more information, also visit <https://vu.nl/en/student/pre-students>.



From the dashboard, go to 'Register and deregister for education':



Step 2 - Registration module

In the registration module, you can register for courses for which the registration period is open. Each period within a semester has its own registration deadline! These deadlines can be found here. Registration for courses in semester 1 opens mid-July, semester 2 opens mid-December. Check your programme and academic year at the top right and click on 'Register' under the period for which you wish to register for courses:

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COURSE REGISTRATION

B in Law

2024 - 2025



REGISTERED AND PLANNED COURSES >

2023 - 2024



REGISTERED AND PLANNED COURSES v

2024 - 2025



P1	September October	P2	November December	P3	January	P4	February March	P5	April May	P6	June
Total EC period: 15		Total EC period: 18		Total EC period: 9		Total EC period: 0		Total EC period: 0		Total EC period: 0	
Studyload per week: 52.5		Studyload per week: 63		Studyload per week: 63		Studyload per week: 0		Studyload per week: 0		Studyload per week: 0	
Moot Court R_PleitO6 6 EC		Probation R_Reclass 6 EC		+		+		+		+	
Forensic Linguistics, Introduction L_NCBAAALG006 6 EC		Bachelor Thesis R_B_scriptie 6 EC		+		+		+		+	
Penology R_Penol 6 EC		Forensic Psychiatry R_For.psyC 6 EC		+		+		+		+	
+		Legal Psychology R_R_psy 6 EC		+		+		+		+	

You can plan courses for periods whose registration deadlines are not open yet. This is also possible for future study-years. Planning does not mean you are registered! You still have to register for these courses once the registration deadlines open.

Step 3 – Registering for courses within your programme

The proposed courses for your programme are now displayed:

PROPOSED COURSES ALL COURSES MINOR / SPECIALIZATION

YOU ARE NOW VIEWING THE PROPOSED COURSES FOR PERIOD 1 (SEPTEMBER & OCTOBER)
You are registering for the academic year 2024-2025

Search... 6 Results for:

The proposed courses contain the courses that are offered within your programme. This doesn't mean that you have to register for all courses; please check the study guide to see for which courses you have to register for this period. Courses that are offered as part of university minors are not displayed here, you can find these in: All courses > Search in minors. [Click](#) to see what possibilities are available if you cannot find a course.

Bachelor second year

Contract Law R_ContR 6EC	Law of Succession I R_Erfrechtl 6EC
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Bachelor third year

Company Law R_Ondernem.r 6EC	Elementary Tax Law R_EBel 6EC	Moot Court R_PleitO6 6EC
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Modules from the academic structure

Substantive Criminal Law R_MatStrC 6EC
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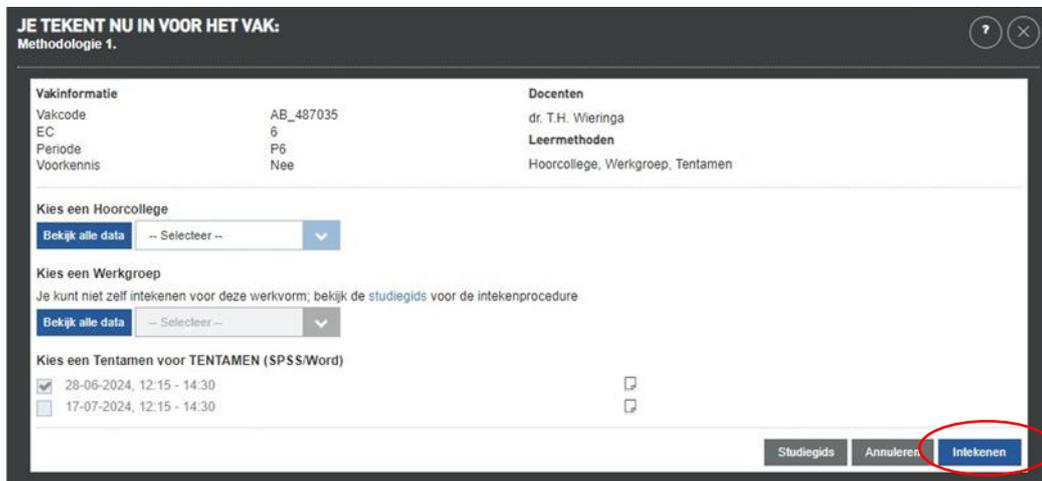
Plan free activity:

Registration is only possible if your enrolment for the corresponding academic year is completed.

To register, click on the course and a pop-up will follow:



Click on 'Register/Intekenen'. You will see the different events. Choose the events you want to register for (you are automatically registered for the exam, checkbox is checked) and click 'Register/Intekenen' to confirm:



Step 4 – Deregistration or changing your registrations

If you want to change your registration (e.g. to choose a different study group), select the course, click 'Change' and make the changes where necessary. As long as the deregistration deadline is still open, you can also deregister from the course. Click 'Deregister' and confirm your deregistration. You are then deregistered for the course and all components. Did you miss the deregistration deadline? Then click 'Change' and deregister for the exam itself. Did you fail to do this? Then you will receive a No Show (NS) as a result for the course.



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Minors, Specialisations and Extra Curricular Courses

For minors within your programme of study and specialisations, go to the 'Minor/Specialisation' tab (see step 3, figure 1). Find your minor/specialisation and confirm. This does not mean you are registered yet! The courses of the minor/specialisation will now appear under 'Pre-selected courses'. Register for these courses as explained in step 3.

Do you want to do a minor outside your study programme or take courses outside your study programme? Then go to the 'All subjects' tab, find the courses and register for them. *Do you want to take these courses/minor as part of your study programme? (This means that they count towards your degree.)* [Then first submit a request to your own Examination Board](#). If you cannot find the course this way in the registration module or if registering is not possible, [do contact the Educational Office of the offering faculty](#). There could be additional entry requirements.

Missed the registration deadline?

If you missed the registration deadline, some courses allow late placement. In the Study guide can you see whether or not late placement for a course is possible. Follow the same steps as in Step 3, but instead of clicking on 'Register' you have to click on 'Late placement'. A request for your late placement will be send to the faculty. Based on the available capacity will your request either be approved or denied. The requests are processed in the week before the new period starts.