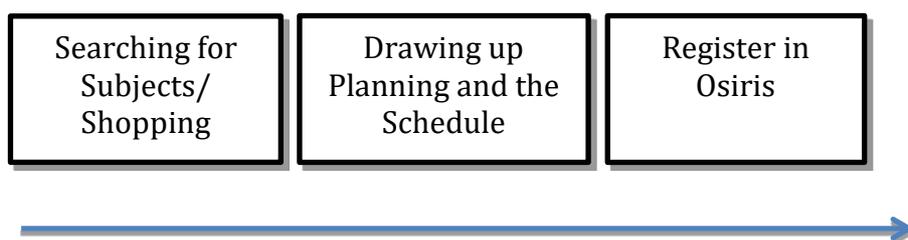


The course planner is a tool you can use to search for courses to occupy the free electives of your Master's programme. The course planner simply and transparently reflects whether electives in other Faculty of Social and Behavioural Sciences Master's programmes fit into your future schedule of period 2. You can also store several potential elective choices in your planner. In this way you are able to compare the schedules with one another and check for any overlap.

The course planner works according to a scheme as follows:



Please note: you cannot use this tool to register for a course!

You will always have to register for courses via Osiris (student)

(<https://www.osiris.universiteitutrecht.nl/>).

The course planner consists of four components: The course planner, 'My planning' ('Mijn planning'), 'My schedule' ('Mijn rooster'), 'My backpack' ('Mijn backpack'; shopping cart). These components are explained step by step below.

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1. Logging in

The course planner is a handy tool for choosing one elective course during your 1-year Master's programme, while taking account of the planning for mandatory courses. You can only use the course planner by logging in. You can only choose courses on a masters' level (M). This manual explains how to use the course planner.

1. Open a web browser (preferably Chrome) and go to <https://cursusplanner.uu.nl>
2. Click on 'Log in' ('Inloggen') in the upper right corner.
3. Log in using your UU e-mail address and associated password.
4. If your examination (i.e. Master's study) programme is not yet known, the following message will appear at the top of the screen:



At the moment, we cannot find your examination programme. Set up your examination programme here: [Preferences](#)

If you see this message, please contact STIP:

<http://www.uu.nl/organisatie/faculteit-sociale-wetenschappen/contact/studie-informatiepunt-stip>

(call +31 30 253 4949)

2. Searching with the course planner

Registration deadline:

Thursday October 3, 8.00 am until Wednesday October 9, 23.59 pm!

After logging in, you will automatically see the main screen of the course planner - including your mandatory course names (ticked with a red box with a V) - if your examination programme is set up correctly. This screen functions the same way as shopping sites: on the left side you have filter options to select the content in the middle section of the page.

You can choose a maximum of one course, but you can search for courses both inside and outside your examination programme (i.e. *all* elective courses offered by our Faculty of Social and Behavioural Sciences). By clicking on the course name backpack icon, you can compare the various courses under the heading "My schedule".

The course planner *search* screen looks like this:

Below is a brief description of how the search screen works:

2.1 Set search filters.

In addition to selecting your own examination programme, choose “Add additional study programs to combine studies”.

Then choose Master’s Elective Courses block 2; this overview includes all the electives offered by the Faculty of Social and Behavioural Sciences itself.

Set your search filter Period on block 2 (the registration period 3 to 9 October only applies to the electives available in block 2).

2.2 Shop: Add Subjects to your Backpack.

In the search results, you will always see a backpack on the right of the course code/name.

- Click on the name of a course to view the course description.
- Click 1x on the backpack to add the course to your backpack. If you are successful, the backpack next to the course code will turn yellow and the number next to your backpack (upper right) will increase by 1:

Please note: Once a course is added to your backpack, it will remain added regardless of other selections you make in the search screen. Below we will discuss how to manage your backpack.

3. Managing your backpack

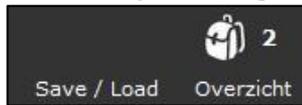
In your backpack you will see an overview of the courses you have selected. You can also save your backpack and continue at a later time.

3.1 Where can I find my backpack?

You will see the icon for your backpack in the upper right of the main screen of your course planner:



As soon as you have placed 1 or more courses in your backpack, two extra buttons will appear:



“**Save/Load**”: You can save a backpack and reopen it later to continue.

“**Overview** “ (**Overzicht**): You can use the overview button to see which courses you have added to your backpack. You also have the option of emailing your selection to yourself, so you can then forward it to your programme supervisor or a fellow student:

The Backpack “Overview” screen:

The screenshot shows the CoursePlanner interface for Universiteit Utrecht. The user is logged in as 'Teststudent FSW, T. (T.)'. The interface includes a navigation menu with 'Curriculum', 'My planning', and 'My schedule'. The 'My planning' section is active, showing a 'Personal information' sidebar and a table of courses in the backpack.

Course ID	Level	Course name	EC	Timeslot
201600018	M	Care Policy and Organisations	5.00	-
201500473	M	Forensic psychopathology in children and adolescents	5.00	D
201600017	M	Internet Social Media and Networks	5.00	-
201500816	M	Loss and psychotrauma	5.00	A C E

To delete subjects from your backpack, click in the overview on the red cross to the left of the course code, or change the yellow backpack icon from yellow to white in the search results course planner.

4. My schedule

This page displays the schedule of the courses in your backpack + the mandatory and track courses for which you are already registered. All the lectures/ seminar/small-group sessions are shown in a list per week, with a schematic overview of the week on the right. If red blocks appear in the week’s schedule, this means it includes overlapping lectures. To avoid such overlaps, you can, for example, choose to do the small-group session in another group¹; you can change the group numbers on the left side of the page. You can also turn courses on and off to see which fits best in your schedule.

Please note: in My Timetable (<https://mytimetable.uu.nl/schedule>) you’ll see the schedules of the courses you are registered for. You can also add courses.

¹ You cannot change the group numbers of the mandatory courses and the track courses for which you are already registered, nor can you submit a request to do so.

Curriculum My planning My schedule  4

Attention: some of the selected courses have overlapping schedules.

View old timetables

Week 36

Date	Day	Time	Course	Type	Location	Group	MO	TU	WE	TH	FR	
03-09-2019	TU	13:15 - 15:00	MA: Learning in Organizations	Small-group session	BOL 0.202	6						9:00
		15:15 - 17:00	MA: Learning in Organizations	Small-group session	BOL 0.202	6						11:00
05-09-2019	TH	11:00 - 12:45	MA: Learning in Organizations	Lecture/seminar	BOL 1.206	1						13:00
		13:15 - 15:00	MA: Learning in Organizations	Small-group session	LANGEVELD G219	1						15:00
		13:15 - 15:00	MA: Learning in Organizations	Small-group session	LANGEVELD G225	2						17:00
		13:15 - 15:00	MA: Learning in Organizations	Small-group session	BOL 3.124	3						19:00
		13:15 - 15:00	MA: Learning in Organizations	Small-group session	RUPPERT 005	4						21:00
		13:15 - 15:00	MA: Learning in Organizations	Small-group session	BOL 3.112	5						
		13:15 - 15:00	MA: Learning in Organizations	Small-group session	BOL 2.130	6						
		15:15 - 17:00	MA: Learning in Organizations	Small-group session	LANGEVELD G219	1						
		15:15 - 17:00	MA: Learning in Organizations	Small-group session	LANGEVELD G225	2						
		15:15 - 17:00	MA: Learning in Organizations	Small-group session	BOL 3.124	3						
10-09-2019	TU	13:15 - 15:00	MA: Learning in Organizations	Small-group session	LANGEVELD G219	6						9:00
		15:15 - 17:00	MA: Learning in Organizations	Small-group session	LANGEVELD G219	6						11:00
												13:00

Week 37

Date	Day	Time	Course	Type	Location	Group	MO	TU	WE	TH	FR	
10-09-2019	TU	13:15 - 15:00	MA: Learning in Organizations	Small-group session	LANGEVELD G219	6						9:00
		15:15 - 17:00	MA: Learning in Organizations	Small-group session	LANGEVELD G219	6						11:00
												13:00

5. How to register for a course

You must register for the course in Osiris Student.

Click (https://www.osiris.universiteitutrecht.nl/osistu_ospr/StartPagina.do) to go to Osiris Student

Log in using your SolisID and click on 'Register'.

Type in the course code of the course you want to take and click on 'Register for course module'.

Personal details Tutors **Register** De-register Schedule Results

Help  **Register**

Register Overview registrations

Select the component which you want to register for:

- Course module** Register for a course module
- Test** Register for a test
- Minor** Register for a minor
- Specialisation** Register for a specialisation

Or make a direct registration based on a course code:

201500474 **Register for course module**

Register for test

Choose the group number that best fits with your schedule and click on 'Register'

Course module 201500474 **Starting block** 2 Full-time
Name Intervention in fam.,school&neighbourhood **Exam stage** Master
Academic year 2015 **Bachelorstudenten kunnen zich niet inschrijven voor dit masteronderdeel.**
Timeslot D: WED-afternoon, Friday

State your group preference No preference ▾
 No preference
 Group 1
 Group 2
 Group 3
Group 4
 Group 5
 Group 6

Registration for this course will result in automatic registration for the following instructional mode(s):

Instructional mode	Block	Course schedule	Language of instruction	Lecturer
Lecture	2	13/11/2015 to 13/11/2015	Dutch	
	2	27/11/2015 to 11/12/2015	Dutch	
	2	08/01/2016 to 15/01/2016	Dutch	
Small-group session	2	1, 2, 3, 4, 5, 6 13/11/2015 to 13/11/2015	Dutch	
	2	1, 2, 3, 4, 5, 6 27/11/2015 to 11/12/2015	Dutch	
	2	1, 2, 3, 4, 5, 6 08/01/2016 to 15/01/2016	Dutch	

Registration for this course module will result in automatic registration for the following test(s):

Test	Block	Course schedule	Remark
Final result	2		

If you are successful, you will receive a confirmation like this:

[Personal details](#) | [Tutors](#) | [Register](#) | [De-register](#) | [Schedule](#) | [Results](#) | [Progress](#) | [Courses](#) | [Stay abroad](#) | [Student file](#) | [Log off](#)

[Next registration](#) | [Print](#) | [Help](#)
Register > Confirmation

You are registered for the following course module.

Course module	201500474		Starting block	2 Full-time	
Name	Intervention in fam.,school&neighbourhood		Exam stage	Master	
Academic year	2015				

Instructional mode	Block	Course schedule	Language of instruction	Lecturer	Remark	Group
Lecture	2	13/11/2015 to 13/11/2015	Dutch			1
Lecture	2	27/11/2015 to 11/12/2015	Dutch			1
Lecture	2	08/01/2016 to 15/01/2016	Dutch			1
Small-group session	2	13/11/2015 to 13/11/2015	Dutch			3
Small-group session	2	27/11/2015 to 11/12/2015	Dutch			3
Small-group session	2	08/01/2016 to 15/01/2016	Dutch			3

Test	Block	Course schedule	Remark
Final result	2		

This registration can be subject to change. This depends on the registry policy of the degree programme.

[Next registration](#) | [Print](#) | [Help](#)
3936627 - S.W. Westerhof Last login: Wednesday, September 9, 2015 at 11:56

You may receive notification that the course module (or the small-group session) is already full. If so, choose another group/course module, make sure that there is no overlap in courses or small-group sessions! If you still choose a course or small-group sessions that has overlap with your other course, you cannot take those classes! There is no check or adaption of these overlaps by STIP.

Error

Maximum number of participants has been reached. Registration is not possible.

Course module	201500474	Starting block	2 Full-time
Name	Intervention in fam.,school&neighbourhood	Exam	Bachelor
Academic year	2015	Batch	1
Timeslot	D: WFD-afternoon, Friday	Room	101

Choose another group. You cannot follow this group!