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:

1. Logging in
2. Searching with the course planner
   2.1 Set search filters
   2.2 Shop: Add Subjects to your Backpack
3. Managing your backpack
   3.1 Where can I find my backpack?
4. My schedule
5. Registering for a course

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:

   ![Screen shot of message]

   **At the moment, we cannot find your examination programme. Set up your examination programme here.**

   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:

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 group; 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.

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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.
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'.

Choose the group number that best fits with your schedule and click on 'Register'
<table>
<thead>
<tr>
<th>Course module</th>
<th>201500474</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Intervention in fam., school &amp; neighborhood</td>
</tr>
<tr>
<td>Academic year</td>
<td>2015</td>
</tr>
<tr>
<td>Timeslot</td>
<td>Di WED-afternoon, Friday</td>
</tr>
</tbody>
</table>

**Starting block**: 2 Full-time

**Exam stage**: Master

Bachelorstudenten kunnen zich niet inschrijven voor dit masteronderdeel.

**State your group preference**: No preference

**Registration for this course module**: None

**In automatic registration for the following instructional mode(s)**:

<table>
<thead>
<tr>
<th>Instructional mode</th>
<th>Course schedule</th>
<th>Language of instruction</th>
<th>Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>13/11/2015 to 13/11/2015</td>
<td>Dutch</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>27/11/2015 to 11/12/2015</td>
<td>Dutch</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>08/01/2016 to 15/01/2016</td>
<td>Dutch</td>
<td>E</td>
</tr>
<tr>
<td>Small-group session</td>
<td>13/11/2015 to 13/11/2015</td>
<td>Dutch</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>27/11/2015 to 11/12/2015</td>
<td>Dutch</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>08/01/2016 to 15/01/2016</td>
<td>Dutch</td>
<td>E</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Test</th>
<th>Block</th>
<th>Course schedule</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final result</td>
<td>2</td>
<td>Course schedule</td>
<td></td>
</tr>
</tbody>
</table>
If you are successful, you will receive a confirmation like this:

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.