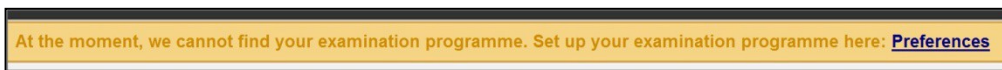


1. Logging in

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 the STIP](#).

2. Searching with the course planner

Registration deadline:

Wednesday 13 October from 8:00 a.m. – Wednesday 19 October until 11.59 p.m.

After logging in, you will automatically see the main screen of the course planner - including your mandatory course names - 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 from 13 October at 8:00 a.m. to 19 October 11.59 p.m. 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/name 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:



Use the **"Overview" (Overzicht)** 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 'Personal information' section displays the following details:

- Name: Teststudent FSW, T. (T.)
- Solis ID: f010120
- EC: 20.00
- Items: 4

The main area displays 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	LANGVELD G219	1						15:00
		13:15 - 15:00	MA: Learning in Organizations	Small-group session	LANGVELD 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	LANGVELD G219	1						
		15:15 - 17:00	MA: Learning in Organizations	Small-group session	LANGVELD 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	LANGVELD G219	6						9:00
		15:15 - 17:00	MA: Learning in Organizations	Small-group session	LANGVELD 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	LANGVELD G219	6						9:00
		15:15 - 17:00	MA: Learning in Organizations	Small-group session	LANGVELD G219	6						11:00
											13:00	

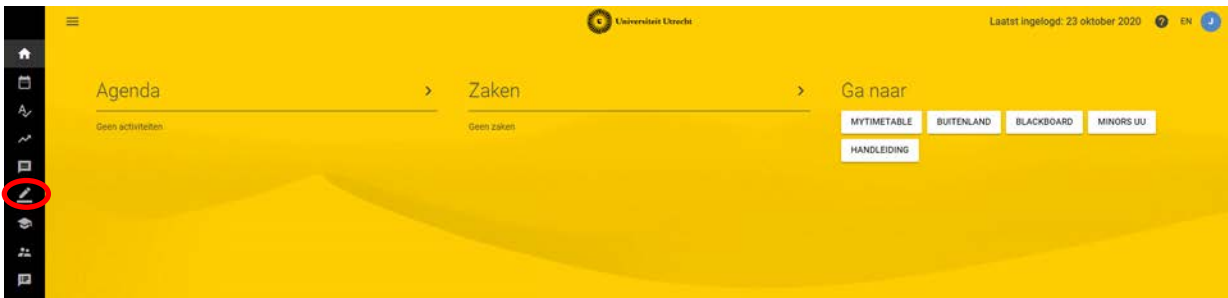
5. How to register for a course

You must register for the course in Osiris Student.

Click (<https://uu.nl/osirisstudent>) to go to Osiris Student. Log in using your Solis-id and password.

Osiris is secured by tw0-factor-authentication, this means you have to log in with an extra verification code. More information can be found in this manual: [Two-factor authentication: FAQ](#).

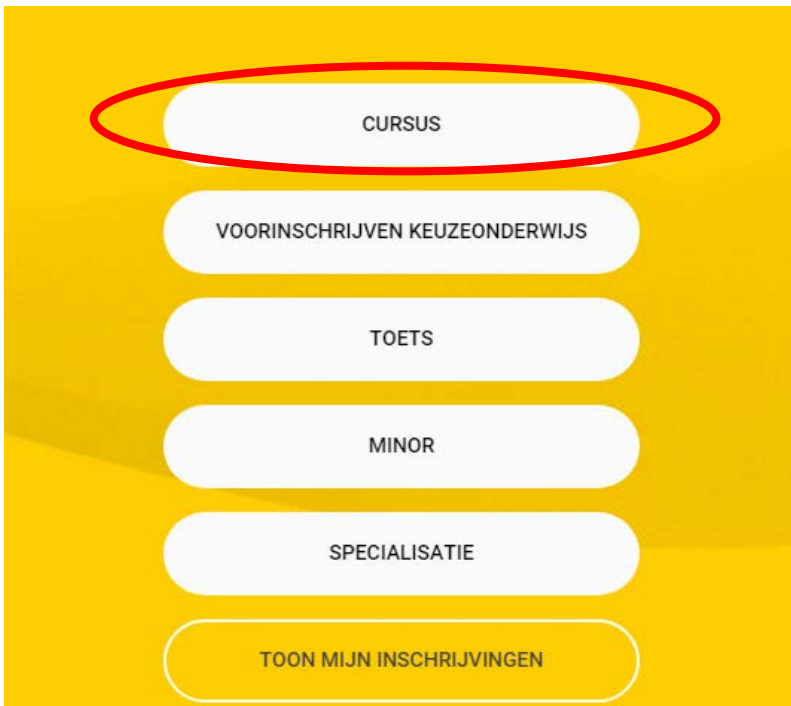
When you are logged in, select the menu with the button in the top left and go to “Enrol”.



You will see the following options:

- Course (Dutch: Cursus)
- Pre-enrolment elective education (Dutch: Voorinschrijven keuzeonderwijs)
- Test (Dutch: Toets)
- Minor
- Specialisation (Dutch: Specialisatie)

Choose 'Course' / 'Cursus'



You will now see a window where you can search for courses. Not all courses will be open for enrolment. Courses that are open for enrolment will have a yellow dot and arrow in front of them.

Set your filter settings in the bar on the left. Be sure to select 'Only open for course enrolment' (Dutch: 'Alleen open voor cursusinschrijving') and the Faculty of social sciences.

Inschrijven cursus

Selecteer een cursus

WIS FILTERS

Toon

- Alleen open voor cursusinschrijving (19)
- Alleen met beschikbare plaatsen (19)
- Alleen uit mijn vaste programma (0)

Mijn programma

Collegejaar

Aanvangsblok

Start in maand

Timeslot

Faculteit

- Sociale Wetenschappen (19)

Categorie / Niveau

Taal

Bijvakkers?

Cursuscode/naam

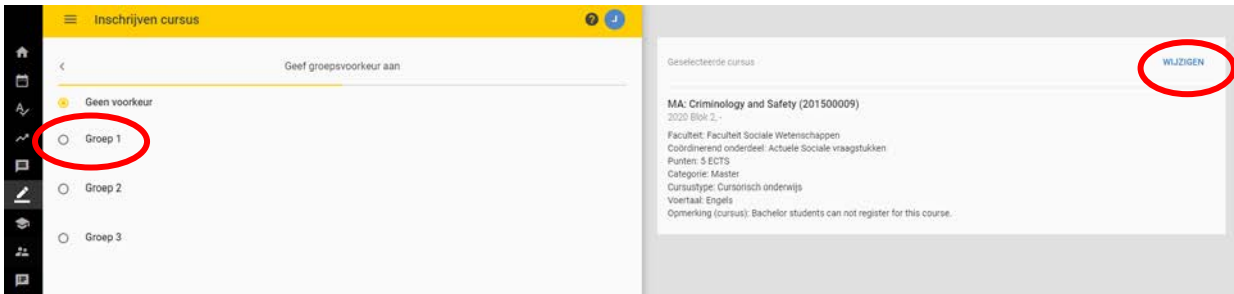
Alleen open voor cursusinschrijving 2020 Blok 2 Sociale Wetenschappen

19 cursussen gevonden

- Criminology and Safety: Theories, trends, and policies (201500009)**
2020 Blok 2, -
Faculteit: Sociale Wetenschappen
Coördinerend onderdeel: Actuele Sociale vraagstukken
Punten: 5 ECTS
Categorie: Master
Cursustype: Cursorisch onderwijs
Voertaal: Engels
Opmerking (cursus): Bachelor students can not register for this course.
- Data analysis and visualisation (201600038)**
2020 Blok 2, D
Faculteit: Sociale Wetenschappen
Coördinerend onderdeel: M&S for Behavioural, Biomedical & Social Scien
Punten: 7,5 ECTS
Categorie: Master
Cursustype: Cursorisch onderwijs
Voertaal: Engels
Opmerking (cursus): Please see <https://students.uu.nl/en/science/academics/applied-data-science>
- Developmental neuropsychology (201800818)**
2020 Blok 2, D
Faculteit: Sociale Wetenschappen
Coördinerend onderdeel: Clinical Child, Family and Education Studies
Punten: 5 ECTS
Categorie: Master
Cursustype: Cursorisch onderwijs
Voertaal: Engels
Opmerking (cursus): Bachelorstudenten kunnen zich niet inschrijven voor dit masteronderdeel.

Click on the course you want to enrol in to get to the next window. Here you select your group or course module preference. Choose the group number that best fits with your schedule.

Click on 'Edit' (Dutch: 'Wijzigen') to return to the course overview.



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

After choosing your group number, click on the arrow in the yellow dot (→) to go to the confirmation page.

Click the yellow 'Confirm enrolment' button (Dutch: 'Bevestig inschrijving') to confirm.

