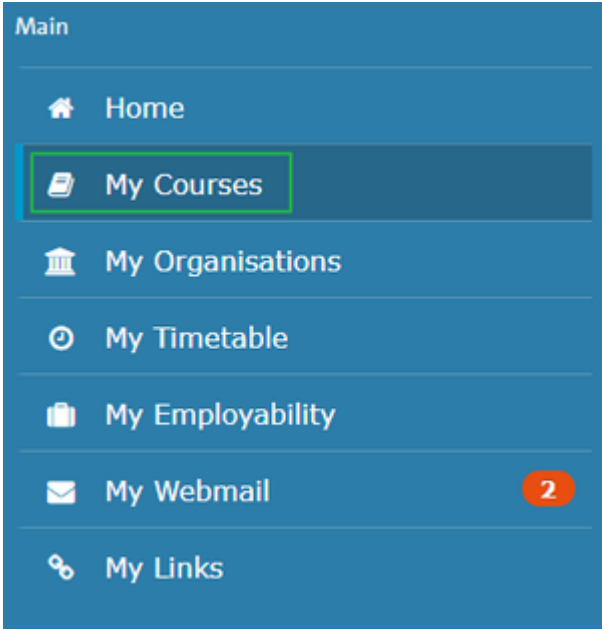
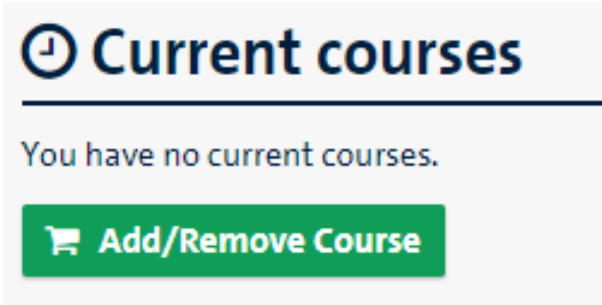


Special Course Request

Students can request to do a course that is outside their normal curriculum via a special course request. This request can be made from the student portal via "Add/Remove course" on the My courses page and then selecting the menu option "Special Course Request". The appropriate webdynpro is launched in an i-frame.

Steps	Screenshot
Login to Student Portal and go to "My Courses"	 A screenshot of the Student Portal main menu. The menu is a vertical list of items on a blue background. The items are: Home (with a house icon), My Courses (with a document icon and highlighted with a green box), My Organisations (with a building icon), My Timetable (with a clock icon), My Employability (with a briefcase icon), My Webmail (with an envelope icon and a red notification bubble containing the number 2), and My Links (with a link icon).
Click the button "Add/Remove Course" underneath "Current Courses"	 A screenshot of the 'Current courses' page. At the top, there is a heading 'Current courses' with a clock icon. Below the heading, it says 'You have no current courses.' and there is a green button with a shopping cart icon and the text 'Add/Remove Course'.

In the pop-up click "Special course request". This will open a new pop-up window.

Add/Remove Course

Q Don't know what course to choose? >

Check out our course catalogue first.

🛒 (De)register a course >

I want to (de)register a course within my programme.

🛡️ Special course request >

I want to register for an additional course.

You can show/hide the instructions with the green button in the top-right hand corner.

These instructions provide you with a step-by-step guide how to complete your request.

Special course request Hide instructions

Instructions

You are about to register a special course request. Please perform the following options/steps:

1. The screen "Request Overview" shows previous submitted special course requests. To send in a new request click "next".
2. Select the correct Program of Study from the dropdown list next to "Programme".
3. Then you need to enter the code from the course or module you want to participate in and click the square next to it. Please note: if you do not know the exact module code, you can use an "*" as wildcard in your search. You can also use (part) of the description of the course or module to search.
4. A pop-up will appear. Click "Start Search" and select the module by clicking the square in front of it and confirm by clicking "OK".
5. Select the Academic Session in the dropdown menu. Please note: only the available sessions of offering for the selected module appear.
6. Optionally you can add a Text/Justification in the field below.
7. To continue click "Next".
8. Now you can review your request and submit it by clicking "Submit".
9. You have completed your request and you will be informed when the request has been approved or denied.

SAP Special Course Request

1 Request Overview
 2 Select Module Offer
 3 Review and Submit
 4 Completed

Name DO NOT USE THIS ID use

Principal Org. Unit Faculty of Arts and Social Sciences

Status Adm. Appl.; Student(2); Attending(2); De-regist. BSA candid

< Previous
Next >

Overview of Previously Submitted Workflow Requests

Details	Workflow ID	Work item text	Processor	Status	Creation Date	Creation Time
>						
>						
>						
>						

< Previous
Next >

In this next screen you see an overview of the special course requests you may already have done.

Click on "Next" to create a new special course request.

Special Course Request

1 Request Overview
 2 Select Module Offer
 3 Review and Submit
 4 Completed

Name DO NOT USE

Principal Org. Unit Faculty of Psychology and Neuroscience

Status Applicant; Adm. Appl.; Student(4); Attending(2); BSA candid; Pos. BSA

< Previous
Next >

Overview of Previously Submitted Workflow Requests

Details	Workflow ID	Work item text
>	000029862755	F: Student 0267562: Special Course Request
>	000029863441	F: Student 0267562: Special Course Request

- First you should select in which context you want to book the course or module.
 - Select the correct Program of Study from the drop-down list next to the 'Programme' field.
- In the 'Module' field you enter the short code from the course or module you want to participate in.
 - **Please note:** if you do not know the exact module code, you can use an * as wildcard in your search.
 - You can also use (part) of the description of the course or module to search.
- Select the academic session from the drop-down next to 'Academic Session'
- Optionally you can add a text or comment.
- Then click 'Next'

SAP Special Course Request

1 Request Overview 2 **Select Module Offer** 3 Review and Submit 4 Complete

Name: DO NO
Principal Org. Unit: Faculty of Psychology and Neuroscience
Status: Applicant; Adm. Appl.; Student(4); Attending(2); BSA candid; Pos. BS

< Previous Next >

* Programme: BA Psychologie
* Module: ACU2013
Module Description: Modernity and the Arts I
* Academic Session: 2018-19/Period 4
Text / Justification: As part of my minor

< Previous Next >

Search: Module

Search Criteria [Hide Search Criteria](#)

Module (Abbrev.): ACU*

Search Clear Entries Reset to Default

Results List: 103 results found for Module

Object ID	Object abbr.	Name
50019070	ACU2002	Brainspotting: contemporary per...
50019070	ACU2008	Observing and representing Hi...
50021961	ACU12012	Digital Games: An introduction t
51112341	ACU2013	Modernity and the Arts I
50019079	ACU2501	Theory of Science and interdiscl...
50690902	ACU2502	Academic Skills II
51112343	ACU2712	Entering the Field: LAC I
51112353	ACU2713	Entering the Field: LAC II
51112472	ACU2717	Entering the Field: Media Culture II
51628196	ACU2901	Onderzoeks- en schrijfvaardigh...
50019089	ACU3000	The Future of the Arts

When you have reviewed the details of your special course request and they are correct please click 'Submit'

The screenshot shows the SAP Special Course Request interface. At the top, the SAP logo is on the left and 'Special Course Request' is on the right. A progress bar below the header has four steps: 1. Request Overview, 2. Select Module Offer, 3. Review and Submit (highlighted in blue), and 4. Completed. Below the progress bar, the user's details are displayed: Name: DO NOT U:, Principal Org. Unit: Faculty of Psychology and Neuroscience, Status: Applicant; Adm. Appl.; Student(4); Attending(2); BSA candid; Pos. BSA. There are '< Previous' and 'Submit >' buttons. The 'Module Offer' section includes: Programme: BA Psychologie, Module: ACU2013, Module Description: Modernity and the Arts I, Academic Year: 2018-19, Academic Session: Period 4, and Text / Justification: As part of my minor. A large text area is provided for the justification. At the bottom, there are '< Previous' and 'Submit >' buttons.

You have finished your special course request.

You will be informed by e-mail when the request had been approved or denied.

The screenshot shows the SAP Special Course Request interface at the 'Completed' stage. The progress bar now has four steps: 1. Request Overview, 2. Select Module Offer, 3. Review and Submit, and 4. Completed (highlighted in blue). Below the progress bar, the user's details are displayed: Name: DO NOT USE Jaegers (see 6031515), Jens Daniel; *12.07.1983; Male, Principal Org. Unit: Faculty of Psychology and Neuroscience, Status: Applicant; Adm. Appl.; Student(4); Attending(2); BSA candid; Pos. BSA. A green checkmark icon is followed by the text: 'You have successfully completed your special course request. You will be informed when the request has been approved or denied.'