

Faculty of Business and Economics

This checklist explains the important things that you need to do and keep in mind when selecting courses.

Be sure to read each item carefully and tick each box as you go:

- Start in time with your course registration process; first come, first served
Be aware that certain modules will fill up quickly.
 - If a course is full, check the Students Come and Go portal regularly! Spots might become available if other students change their selection. Both options are not guaranteed.
 - If a class remains full in the system it is not useful to ask for an extra spot. We cannot increase the capacity and have to be very strict since there is literally no room to let more people in.
- Be sure you meet the prerequisites of your course selection before you submit your study plan and backup plan in the Students Come and Go portal.
- Be sure your study plan (first and back back up choices) are approved by your academic advisor from your home university before the enrollment
 - If a course is full, it may be useful to contact your study abroad coordinator again if they grant you some flexibility to pick another module in case the module you need to enroll for is full.
- Be sure you did not pick more courses than you are required to take by your home institution (max 30 ects).
 - We kindly ask for your consideration only to choose modules of which you are completely sure that you will follow them and not to drop it later when someone else could have fill up your spot.
 - Changing courses upon arrival is not possible. We do not have an add and drop policy.
- Be sure you agreed on a backup plan with your home institution

It is highly recommendable to have as many back up courses as possible due to the limited places available in each course and potential timetable conflicts. Especially when you choose modules of 4ECTS and 3ECTS.

- Be aware that it does not increase your chances to be placed for courses if you only submit few course options or the same modules in your first choice study plan and back plan.
- Consider choosing a fixed 30-ects minor programme

A fixed 30-ects minor programme means no schedule (exam) issues and more personal contact with group and teachers.

- Students who choose a full 30 ECTS programme get priority for enrollment.
 - If you choose a full major you are required to take all courses and cannot drop any of them as they are all connected to the capstone project.
 - Some minor programmes include mandatory field trips with compulsory attendance which involve possible additional costs.
- Be sure we can contact you during the course registration period

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- We might contact you if there is a course schedule issue. Take into account that it might be possible that you will be placed partially or entirely in the courses of your back up plan.
 - Check your email and spam box regularly.
 - It might be possible that you will receive your course schedule two weeks before the semester starts.
- Be sure your home university contact us at incoming.fbe@hva.nl in case the following situations applies to you:
- If you have a delay or issue with your course approval process and cannot meet the course enrollment deadline.
 - If you must take certain modules to receive credit recognition at your home university.
 - If you have to make changes after you submitted your study plan.

Note to students with strict academic requirements: your academic requirements compete with the requirements of other students. AUAS cannot be held responsible to resolve your issue if a course is full.

Note to graduation students: please be aware of a potential delay in your graduation. AUAS cannot be held responsible for the delay.