

BSC IBA COURSE REGISTRATION

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OSIRIS – Course registration

Registering for a course via Osiris (accessible via [MyEUR](#)) will grant you access to the course's respective Canvas page and it will automatically register you for all of that course's examinations (with the exception of the re-sit examination, if applicable).

Bachelor 1: students are automatically registered via Osiris by Programme Management.

Bachelor 2: students are automatically registered via Osiris by Programme Management.

Bachelor 3: students must register themselves for the **RSM electives and tracks** via SIN-Online. After this, BSc Programme Management will register the B3-students for the courses via Osiris.

English Premaster: students are automatically registered via Osiris by Programme Management for all premaster courses.

- ➔ After registering for a course in OSIRIS, you are automatically registered for the **regular written tests** associated with that course.
- ➔ A course registration in OSIRIS also means automatic enrollment on the **Canvas Course** of the course in question.
- ➔ After registering for a course in OSIRIS, the schedule of the course will automatically appear in **MyTimetable**.

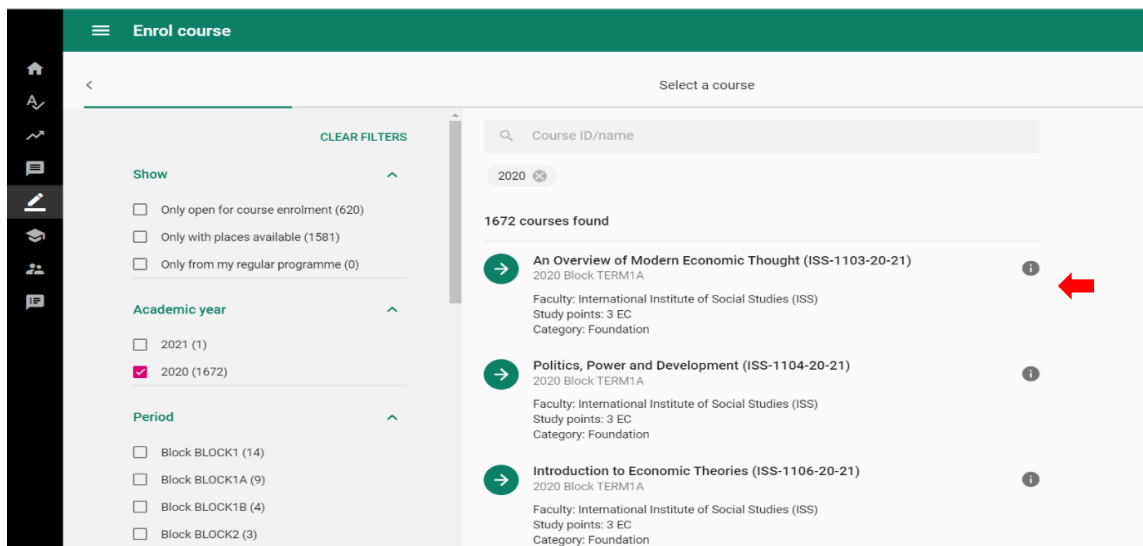
How to register for courses in OSIRIS Student:

Step 1: After you have logged in to OSIRIS, click on 'Enrol' in the menu bar. Then select 'Course'.

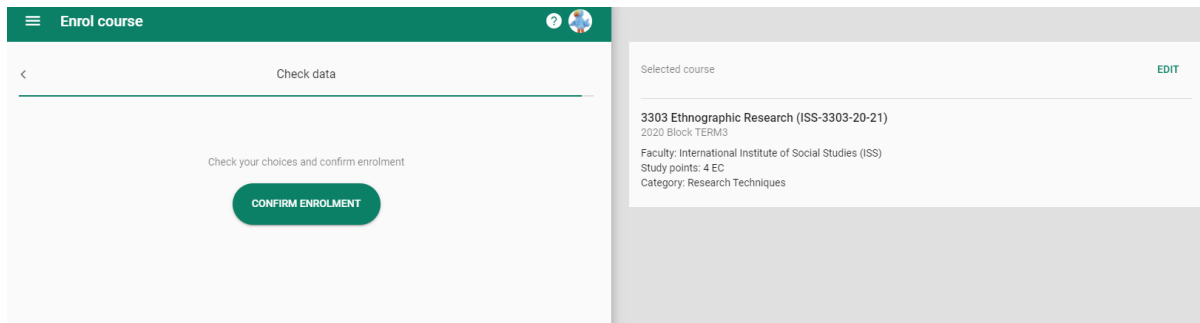


You should then see the following. Select the course(s) you want to register for.

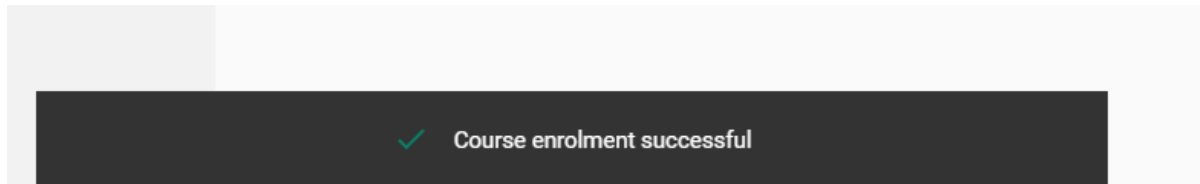
Step 2: Enter the course code of the course for which you want to register, then click on course.



Step 3: Select “Confirm enrolment” via the green button.



Step 4: You will automatically receive access to the Canvas Course of the relevant course within **24 hours**. NB: You can not register separately for a Canvas Course or a SIN-Online course channel, you only get access through the course registration in OSIRIS.



OSIRIS – Course deregistration

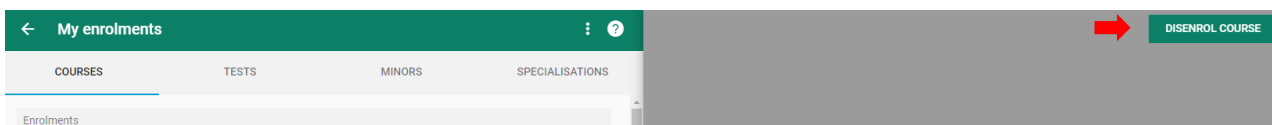
How to deregister for courses in OSIRIS Student:

Step 1: After you have logged in to OSIRIS, click on ‘Enrol’ in the menu bar. Then select ‘SHOW MY ENROLMENTS.’



Step 2: Select the course you want to deregister for. You will find the button ‘DISENROL COURSE’ at the top right of the screen.

On the mobile version of Osiris you can find the button ‘DISENROL COURSE’ at the bottom of the page.



OSIRIS – Re-sit examination registration

Regular test not passed?

Students who have not passed a course after the regular test are **automatically** registered by Programme Management for the re-sit.

Students who have not passed a course from previous academic year(s) are **automatically** registered by Programme Management for the entire course and the regular test. It is not possible to include partial grades.

Retake course for a higher grade?

Please follow the instructions below if you have already passed the course, but want to retake the course for a higher grade.

Bachelor 1: register via Osiris no later than one week before the start of that course.

Bachelor 2: register via Osiris no later than one week before the start of that course.

Bachelor 3: register by email (bachelor3@rsm.nl) no later than one week before the start of that course.

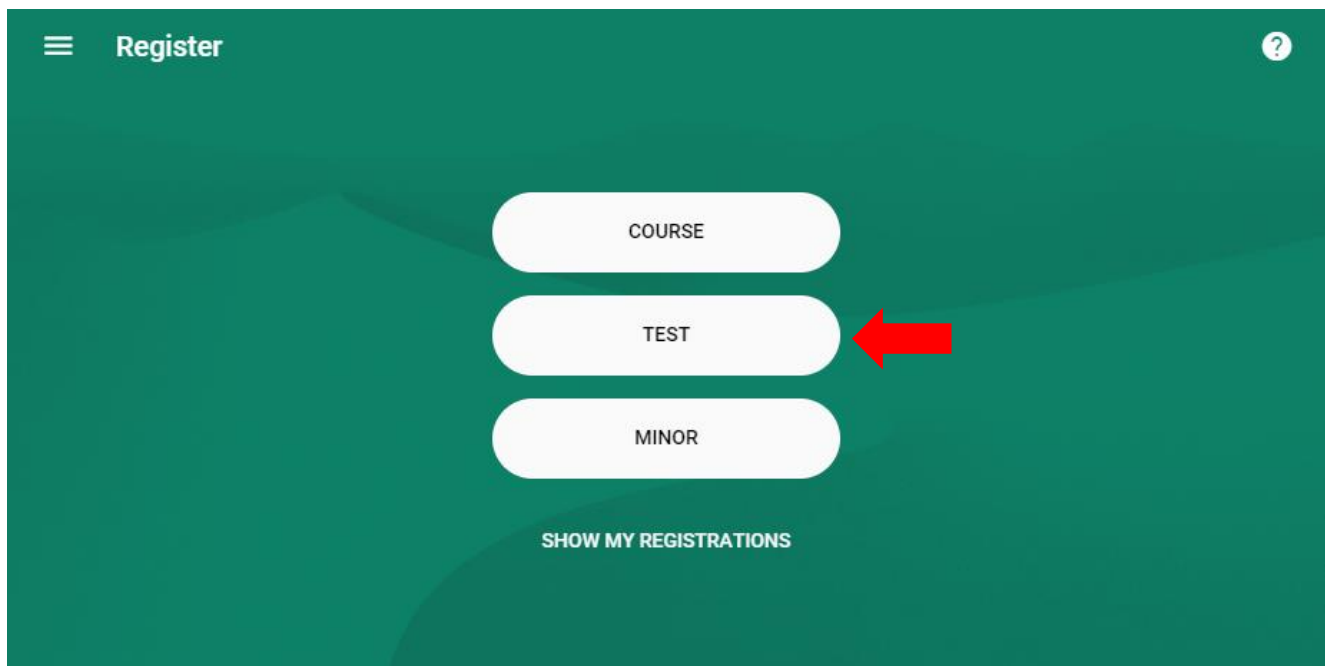
Premaster: register by email (premaster@rsm.nl) no later than one week before the start of that course.

Important: in all cases you have to take the entire course again. It is not possible to include partial grades.

Please keep an eye on the announcement from Programme Management on Canvas for more details. Osiris can be reached via www.myeur.nl. You can find a deadline overview of the re-sits here.

How to register for your re-sit examinations via Osiris?

Step 1: **After logging in to Osiris, click on 'Register' in the sidebar (see step 1 Osiris course registration). Select 'Test'.** The re-sit in question will only appear during the registration dates (26 to 5 days before the re-sit).



Step 2: You should then see the following. Select the course for which you want to register for a re-sit.

The screenshot shows the 'Enrol test' interface. On the left, there are filter options under 'CLEAR FILTERS'. The 'Only open for test enrolment (13)' checkbox is checked. A red arrow points to the first course in the list: 'Early Enlightenment (FW-WB3924)'. The course details are: 2019, Faculty: Erasmus School of Philosophy, Credits: 3.75 EC, Category: Bachelor 1. Other courses listed include 'Entrepreneurship (BKBMIN015)', 'Essential Contemporary Challenges (FW-WB3925)', and 'EU-customs law and excise duties (FEM41013)'.

Step 3: Confirm registration by selecting the examination, the green arrow and the green button confirm enrolment”.

The screenshot shows the 'Check data' screen. At the bottom, there is a green button labeled 'CONFIRM ENROLMENT'. A red arrow points to this button. The text above the button says 'Check your choices on the right and confirm enrolment'.

Course description & timetable via course guide

Course description can be viewed via the EUR course guide: <https://courses.eur.nl/#/>

Via the Course guide you can find a link to the timetable for each individual course. All you need to do is to select a course and then click on 'Timetable' in the top right corner.



The screenshot shows a course page for 'Organisational Theory & Dynamics'. The page has a green header with the course title and a 'Download' button. Below the header is a table of course information. To the right of the table are two buttons: 'Channel' and 'Timetable'. A red arrow points to the 'Timetable' button.

Cursus informatie	
CURSUSCODE	BAB21
COLLEGEJAAR	2015-2016
ECTS	6
VOERTAAL	English
OPLEIDING	bachelor 2 / International Business Administration bachelor 2 / BSc Incoming Exchange pre-master / Pre-master Business Administration (English language)

You will then see an overview of all the lectures and workshops currently scheduled for that course.

OSIRIS – How can I see if I have passed a course (via Study Progress Overview)?

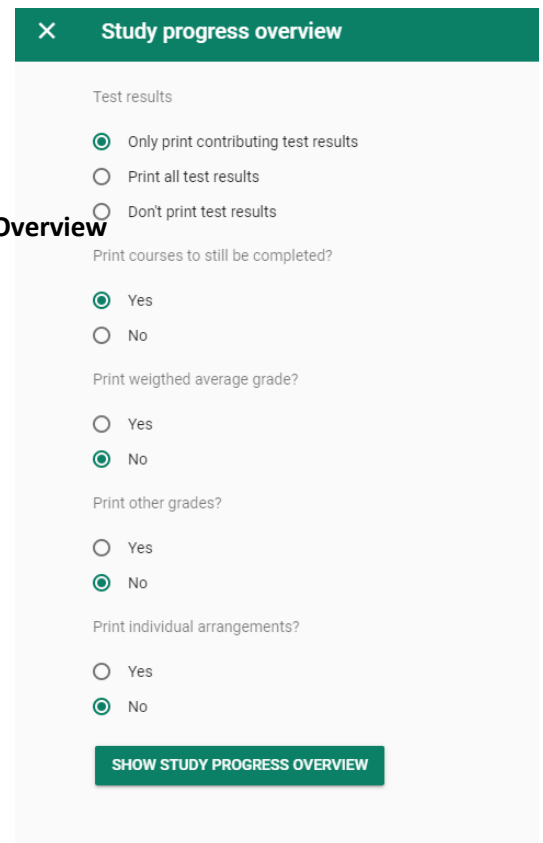
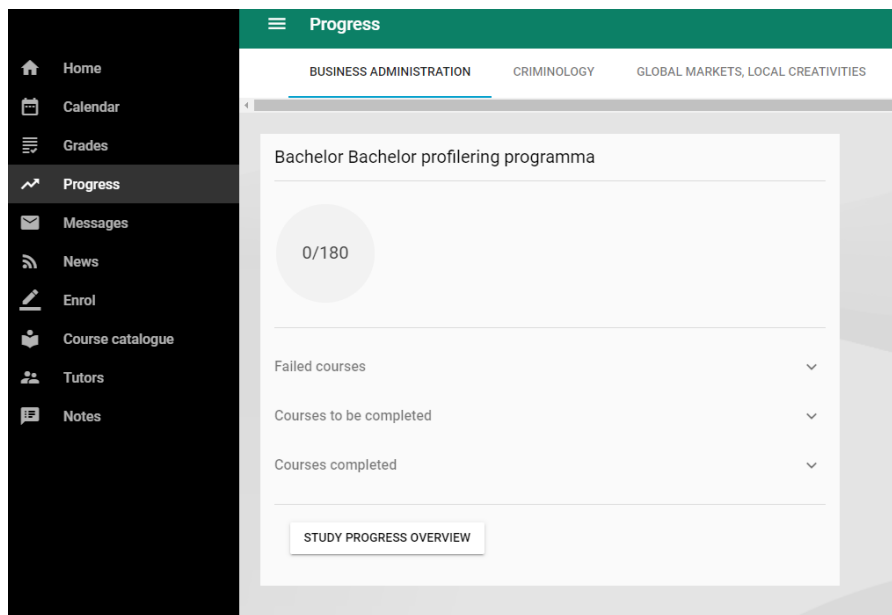
Step 1: Click on “Progress”

Step 2: Click on “Study Progress Overview”

Step 3: Check the boxes with the results you want in your Study Progress Overview

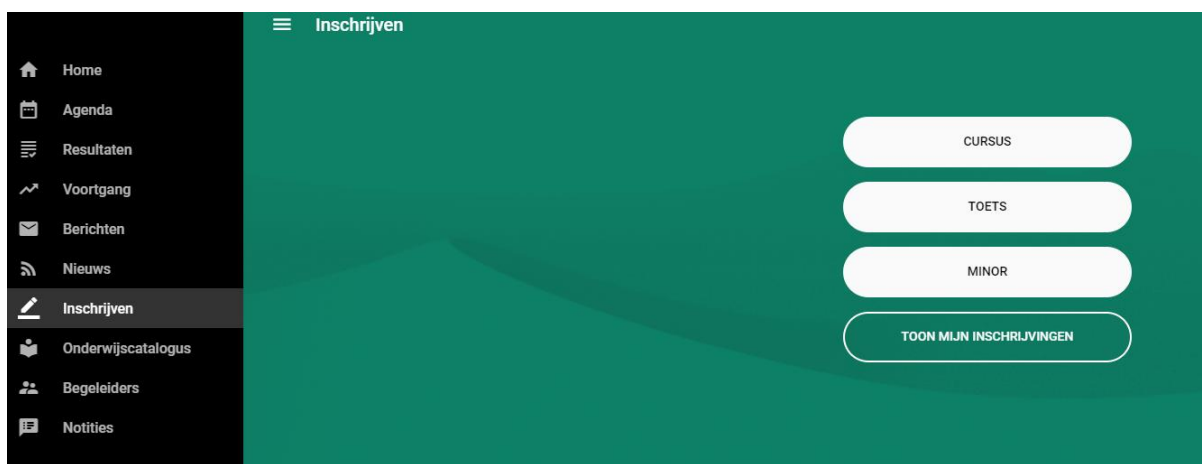
Step 4: Click on “Show Study Progress Overview”

Step 5: Save your Study Progress Overview from your Downloads

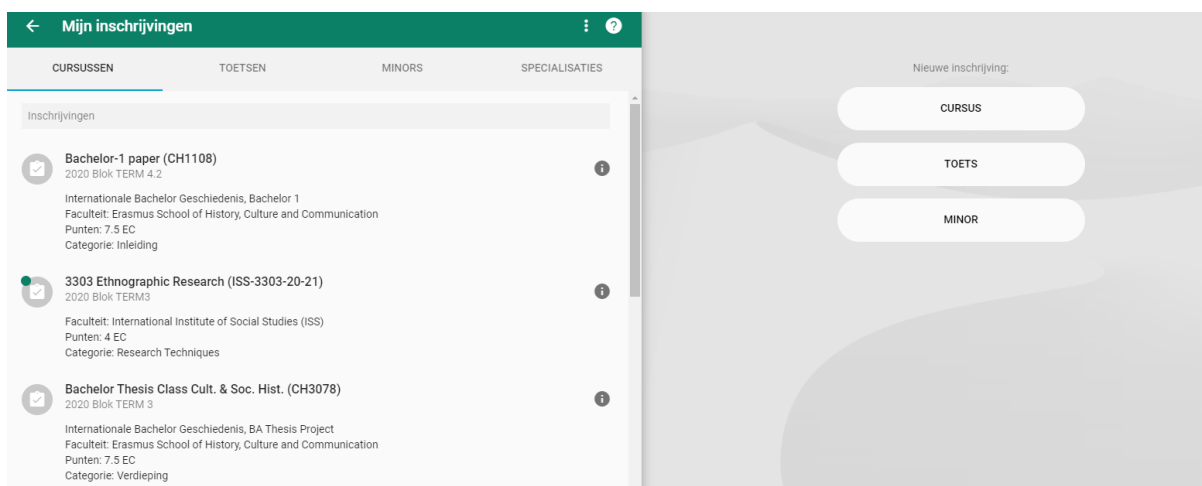


OSIRIS – How do I check for which courses (including regular exams) I am enrolled?

Step 1: Click on “Enrol” and then on “Show My Enrolments”



Step 2: If your course is not your enrolments, click on the right on “New enrolment” to register for the course



Please note: you can also see for which tests and minors you are registered.

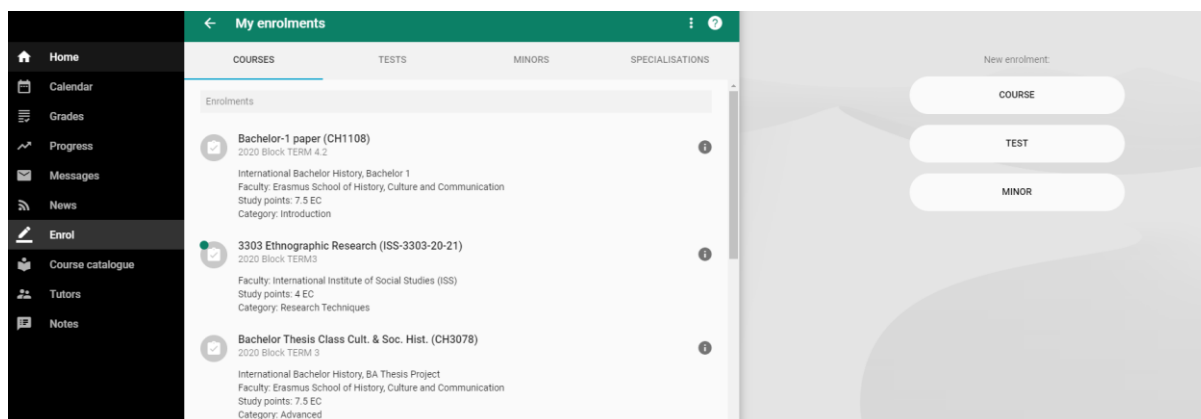
OSIRIS – How do I check whether I am enrolled for the re-sit?

Step 1: Click on “Enroll” and then on “Show my Enrolments”



Step 2: Click on “Test”

Step 3: If the course is not listed, click on the right on “New enrolment” and “Test” to register



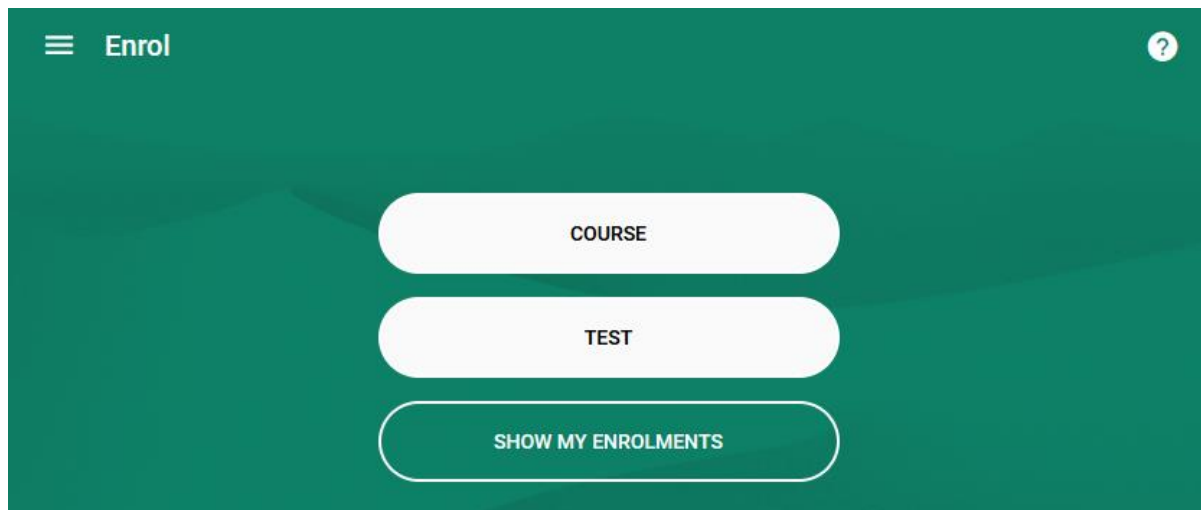
Please note: in MyTimetables you will always see the re-sit (with the text: “you have enrolled for this activity”), if you are registered for the course. This does **not** mean that you are automatically registered for the re-sit in Osiris. You can register yourself via Osiris.

OSIRIS – How can I register for a workshop in OSIRIS?

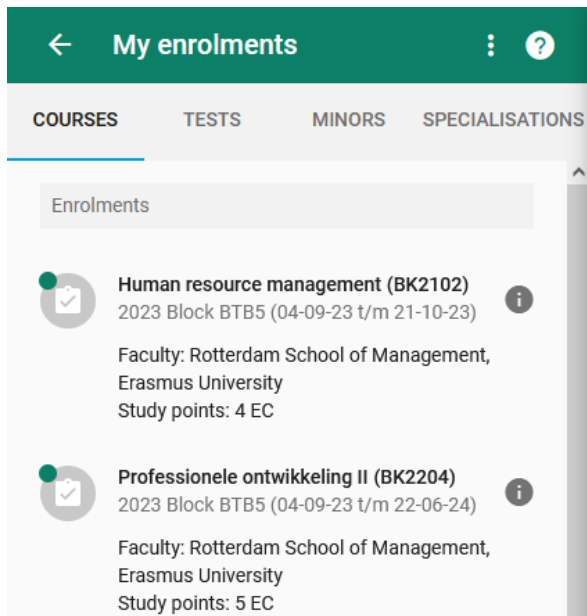
B1 students and pre-master students are automatically registered for the workshops of block 1 courses. For the remaining blocks, first-year students can follow the steps below to enroll themselves in a workshop

B2 students will be registered for courses you need to pass by Programme management. This registration includes all components of the course, including for workshops. However, you will still need to choose a workshop group yourself in Osiris Student.

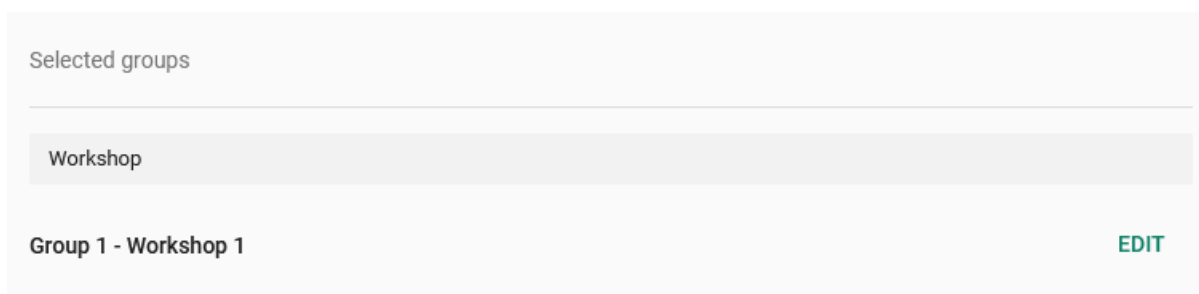
- Go to Osiris student and select "Enrol". Then click on "Show my enrolments":



- Select the course for which you wish to choose a workshop group:



-
- Under “Selected groups”, you should see the group “**General**”. Then click on “**Edit**” to choose your group:



-
- You will now be able to **choose a workshop group**:

× Edit group

TIMETABLE

Group ALGEMEEN - Choose your workshop group below:

Group 1 - Workshop 1

Group 2 - Workshop 2

Group 3 - Workshop 3

-
- Save it and then check again in 'Show my enrolments' to confirm that the correct workshop group has been saved accurately. It may take some time for the enrolment to be processed.
-

Third year students need to consult the course manuals as workshop group registration differs per course. The course manual will contain detailed information on this.

For an in-depth guide on the procedure for workshop enrollment in Osiris, kindly refer to the information presented below:

- Go to [OSIRIS Student](#), choose the enroll button and click on courses. Select the course and choose 'lecture'.
- If a course has workshops, choose lecture and workshop.
- Click on the green button: "Go to the next enrollment step".
- Choose the group you prefer. Click on the green button: "Go to the next enrollment step".
- Confirm enrolment.

When you have registered for the workshops, you can see the schedule in your Timetable. Check if you can see the group you registered for in your [Timetable](#).

The screenshot shows the 'Enrol course' app interface. The top bar is green with a menu icon and the text 'Enrol course'. Below it, the screen is titled 'Select instructional modes'. On the left, there are two sections: 'Instructional modes' and 'Tests'. Under 'Instructional modes', 'Practicumcollege' is checked with a green box, and 'Hoorcollege' is checked with a grey box and labeled 'Mandatory'. Under 'Tests', 'Written examination' is checked with a grey box and labeled 'Mandatory'. A green arrow button is at the bottom right. On the right side of the app, the 'Selected course' section shows: 'Applied Microeconomics (FEB12001)', '2023 Block BLOK1 (28-08-23 until 23-10-23)', 'Faculty: Erasmus School of Economics', 'Study points: 8 EC', and 'Category: Bachelor 2'. An 'EDIT' link is visible at the top right of this section.

The screenshot shows the 'Enrol course' app interface. The top bar is green with a menu icon and the text 'Enrol course'. Below it, the screen is titled 'Select group preference'. On the left, there are three radio button options: 'No preference', 'Group combination 1', and 'Group combination 2'. 'Group combination 1' is selected with a green dot. Below it, 'Practicumcollege' is listed with '30 places' and 'Group EC01 - group EC01'. Below that, 'Hoorcollege' is listed with 'Group 1'. 'Group combination 2' is listed with 'Full' in red text, 'Practicumcollege' with 'Group EC02 - group EC02', and 'Hoorcollege' with 'Group 1'. 'Group combination 3' is at the bottom. A green arrow button is at the bottom right. On the right side of the app, the 'Selected course' section is the same as in the previous screenshot. Below it, the 'Selected instructional modes and tests' section is visible, with an 'EDIT' link. It shows a table with two columns: 'Instructional modes' and 'Tests'. Under 'Instructional modes', 'Hoorcollege' is listed as 'Mandatory' and 'Practicumcollege' is listed. Under 'Tests', 'Written examination' is listed as 'Mandatory'.

< Check data

Check your choices on the right and confirm enrolment

CONFIRM ENROLMENT

Applied Microeconomics (FEB12001)
2023 Block BLOK1 (28-09-23 until 23-10-23)
Faculty: Erasmus School of Economics
Study points: 8 EC
Category: Bachelor 2

Selected instructional modes and tests **EDIT**

Instructional modes		Tests	
Hoorcollege	<i>Mandatory</i>	Written examination	<i>Mandatory</i>
Practicumcollege			

Selected preferred groups **EDIT**

Group combination 1		
Practicumcollege		<i>30 places</i>
Group EC01 - group EC01		
Hoorcollege		
Group 1		