

ON – LINE registration procedure to the courses via the virtual office (site UCL)

Each student holder of a FGS number (provided at registration at the “Halles universitaire”) has access to the registration to the activities, from **Tuesday 20th September to Friday 30th September**. During this period, it is possible to come back on ones form and to modify it. After this period, the student should go to the secretariat.

The student registers only to the courses he intends to attend and for those he will sit for an exam during the year.

Registration to the core courses – of the focus and of the elective courses

AFTER YOU LOGGED IN

To access you virtual office, to log in, see the procedure described on page <https://www.uclouvain.be/4040> and the page <http://www.uclouvain.be/45427.html> explains what a virtual office is.

CLICK ON THE LINK « MY OFFICE »
CLICK ON THE TAB “MES ÉTUDES ».
CHOOSE « INSCRIPTION AUX COURS », AN THEN
« M'INSCRIRE ». (An intervention can't last more than 30 minutes)

On the screen :

- All the **compulsory courses** are ticked (“insc” or “V “ are indicated) and they cannot be ticked off ;
- For each **non compulsory course** for this year, there is a box that you can tick,
- For the repeaters the marks postponements they are entitled are indicated by « R » and the student cannot give up on this document (they must notify it at the secretariat);
- If it is a postponed course following the pass of an amended programme of study the note “EPM” appears. This note and the possible credits cannot be modify ;

The student can submit peculiar requests in a text field: application for registration to course not included in the standard programme of the year (please mention the course code), ask for exemption ...

Once you have made your choice: **SAVE!!!!**

After this registration, the courses list and the peculiar request are displayed. The corresponding **credit number total** is also displayed. (except for the courses not included in the standard programme that would have been requested in the text field).

If he wishes it, the student **can still modify** his form and then **save it again**. Do not forget TO PRINT the document. As a reminder: a paper version must be handed in at the ESL student secretariat.

The programme will then be submitted to the academic authorities to be checked.

The acceptance of the programme will appear on the virtual office of the student.

STUDENTS WITH A PARTICULAR PROGRAMME SHOULD CONTACT THE SECRETARIAT
WHO WILL TAKE IN CHARGE THE REGISTRATION.

REMARK :

To choose courses in an option, do not forget to tick the boxes

