
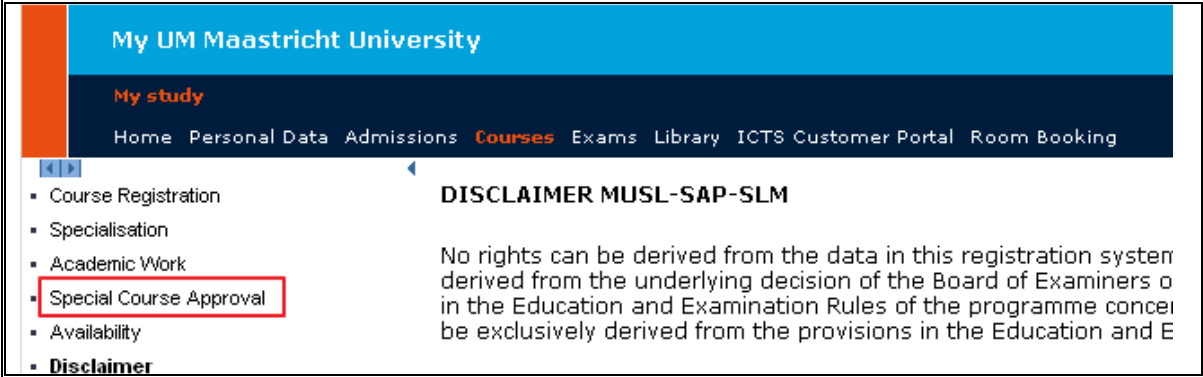
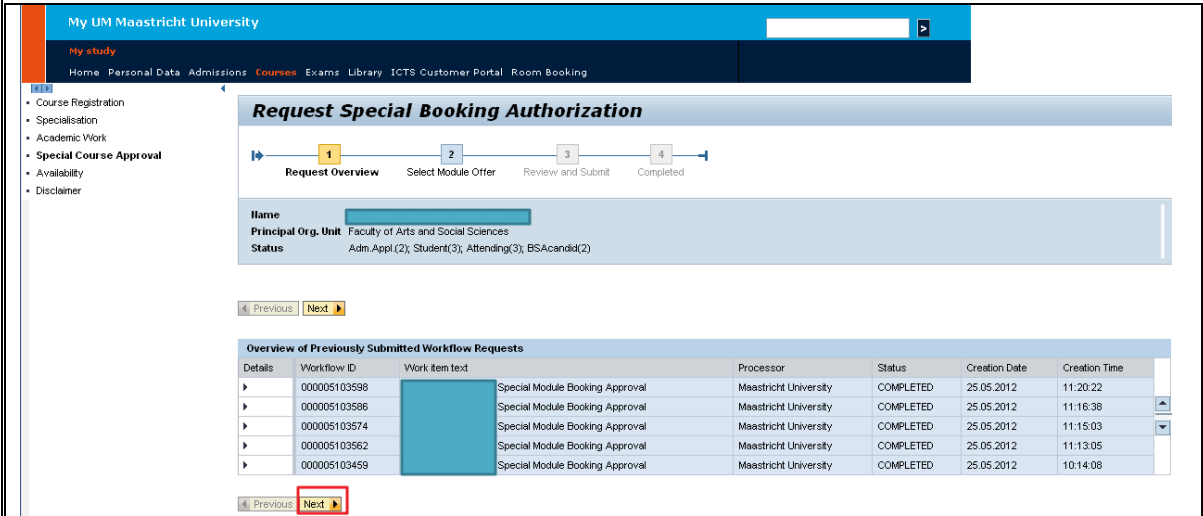


# MANUAL SPECIAL COURSE APPROVAL FOR STUDENTS

	<p>Login to MyUm Portal and go tot the "Courses" tab</p> <p>Login in MyUM en ga naar het "Courses" tabblad</p>
	<p>Choose "Special Course Approval" from the menu on the left.</p> <p>Kies "Special Course Approval" in het menu aan de linkerkzijde</p>
	<p>In this next screen you see an overview of the special course approvals you may already have done. Click on "Next"</p> <p>In dit scherm zie je een overzicht van de special course approvals die je eventueel al hebt gedaan. Klik op "Next"</p>

## Request Special Booking Authorization



**Name**   
**Principal Org. Unit** Faculty of Arts and Social Sciences  
**Status** Adm.Appl.(2); Student(3); Attending(3); BSAcandid(2)

◀ Previous Next ▶

Programme: \*

Module: \*

Module Description

Academic Session

Text / Justification:

- BA Fiscale Economie
- BA Fiscale Economie
- BA Arts and Culture
- Extracurricular Courses

◀ Previous Next ▶

First you should determine in which context you want to book the course or module. Select the correct Program of Study from the dropdown list next to "Programme"

Geef eerst de context waarin je de course of module wilt volgen. Kies het gewenste studieprogramma uit de dropdown list naast "Programme"

## Request Special Booking Authorization



Name   
Principal Org. Unit Faculty of Arts and Social Sciences  
Status Adm.Appl.(2); Student(3); Attending(3); BSAcandid(2)

◀ Previous Next ▶

Programme: \*

Module: \*

Module Description:

Academic Session:

Text / Justification:

◀ Previous Next ▶

At Module ("1") you enter the code from the course or module you want to participate in. Next click the button at "2"

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.

Bij Module ("1") vul de je de code in van de course of module waaraan je wilt deelnemen. Klik vervolgens op de knop bij "2"

Opmerking: Als je de exacte module code niet kent kun je ook een \* als joker gebruiken. Je kunt tevens zoeken op (een gedeelte van) de omschrijving van de course of module.



### Request Special Booking Authorization

1 Request Overview      2 Select Module Offer

Name: [Redacted]

Principal Org. Unit: Faculty of Arts and Social Sciences

Status: Adm.Appl.(2); Student(3); Attending(3)

Programme: BA Fiscale Economie

Module: EBS1007

Module Description: Economy Game (FE)

Academic Session: [Empty]

Text / Justification: [Empty]

Object Search

Hide Filter Criteria

Module (Abbrev): EBS1007

Start Search    Reset

Object ID	Object abbr.	Name
50019362	EBS1007	Economy Game (FE)

OK    Cancel

Previous    Next

Click "OK"

Klik op "OK"

### Request Special Booking Authorization

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

Name: [Redacted]

Principal Org. Unit: Faculty of Arts and Social Sciences

Status: Adm.Appl.(2); Student(3); Attending(3); BSAcandid(2)

Programme: BA Fiscale Economie

Module: EBS1007

Module Description: Economy Game (FE)

Academic Session: 2011-12/Period 6

Text / Justification: [Empty]

Previous    Next

Select the academic session from the dropdown next to "Academic Session"

Please note that only the sessions where the module or course is offered in, will appear.

Selecteer de onderwijsperiode uit de dropdown naast "Academic Session"

Let op: alleen onderwijs periodes waarin de course of module wordt aangeboden worden getoond.

## Request Special Booking Authorization



**Name**

**Principal Org. Unit** Faculty of Arts and Social Sciences

**Status** Adm.Appl.(2); Student(3); Attending(3); BSAcandid(2)

[◀ Previous](#) [Next ▶](#)

Programme: \* BA Fiscale Economie

Module: \* EBS1007

Module Description: Economy Game (FE)

Academic Session: \* 2011-12/Period 6

Text / Justification:

[◀ Previous](#) [Next ▶](#)

Optionally you can add a text or comment.

Je kunt desgewenst een tekst of opmerking bijvoegen.

## Request Special Booking Authorization



**Name**

**Principal Org. Unit** Faculty of Arts and Social Sciences

**Status** Adm.Appl.(2); Student(3); Attending(3); BSAcandid(2)

[◀ Previous](#) [Next ▶](#)

Programme: \*

Module: \*

Module Description: Economy Game (FE)

Academic Session: \*

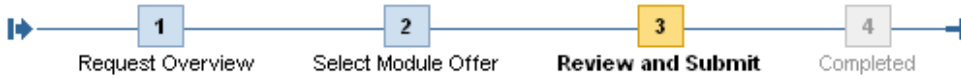
Text / Justification:

[◀ Previous](#) [Next ▶](#)

Click "Next"

Klik op "Next"

## Request Special Booking Authorization



**Name**   
**Principal Org. Unit** Faculty of Arts and Social Sciences  
**Status** Adm.Appl.(2); Student(3); Attending(3); BSACandid(2)

### Module Offer

Programme: BA Fiscale Economie  
Module: EBS1007  
Module Description: Economy Game (FE)  
Academic Year: 2011-12  
Academic Session: Period 6  
Text / Justification:

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

Als je de gegevens van je special course approval hebt gecontroleerd en ze zijn correct klik je op "Submit"

## Request Special Booking Authorization



**Name**   
**Principal Org. Unit** Faculty of Arts and Social Sciences  
**Status** Adm.Appl.(2); Student(3); Attending(3); BSACandid(2)

You have completed the necessary steps to get a special booking authorization. You will be informed when the request has been approved or denied.

You have finished your special course approval.

Je hebt je special booking approval afgerond.