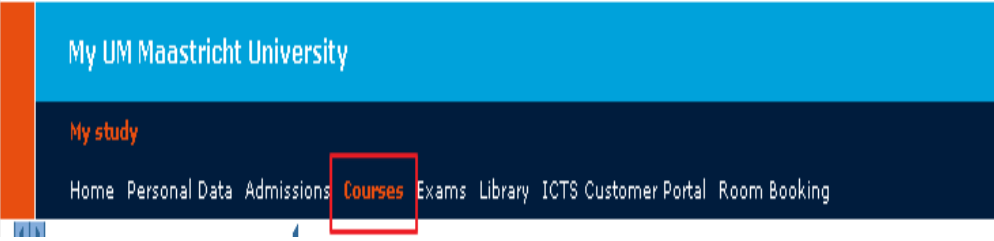
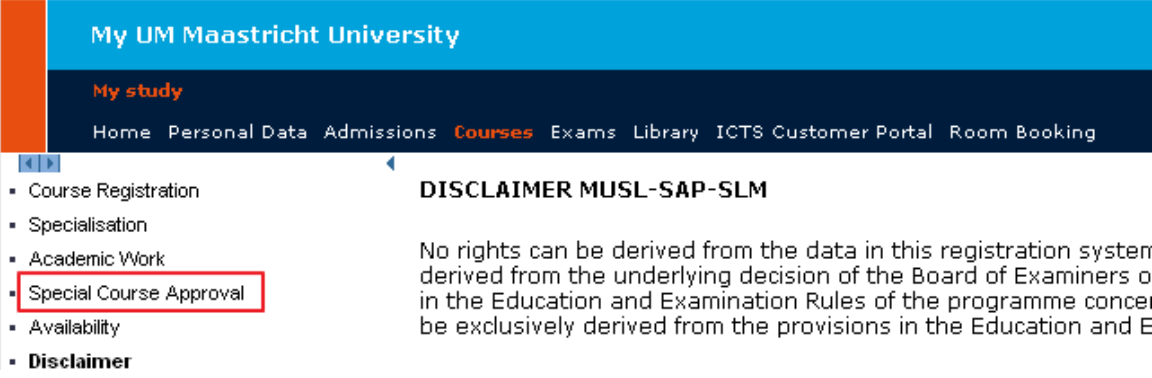
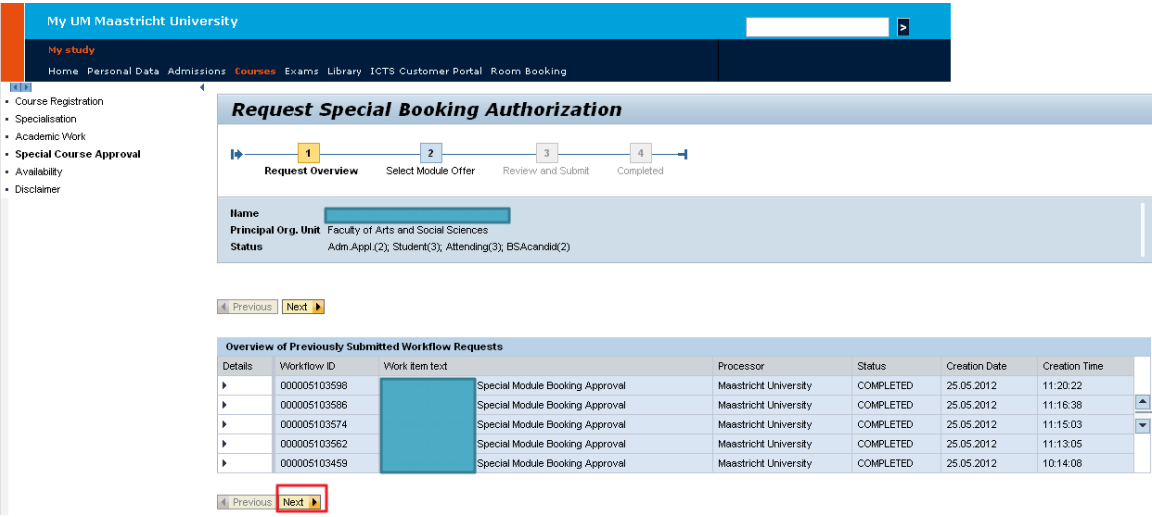


Goal of this manual: Request a Special Course Approval via MyUM Portal

1	Special Course Approval	2
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1 Special Course Approval

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

Request Special Booking Authorization	
➔ 1 Request Overview 2 Select Module Offer 3 Review and Submit 4 Completed ➔	
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: *	BA Fiscale Economie
Module Description	BA Arts and Culture
Academic Session	Extracurricular Courses
Text / Justification:	
◀ 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 drop down list naast "Programme"

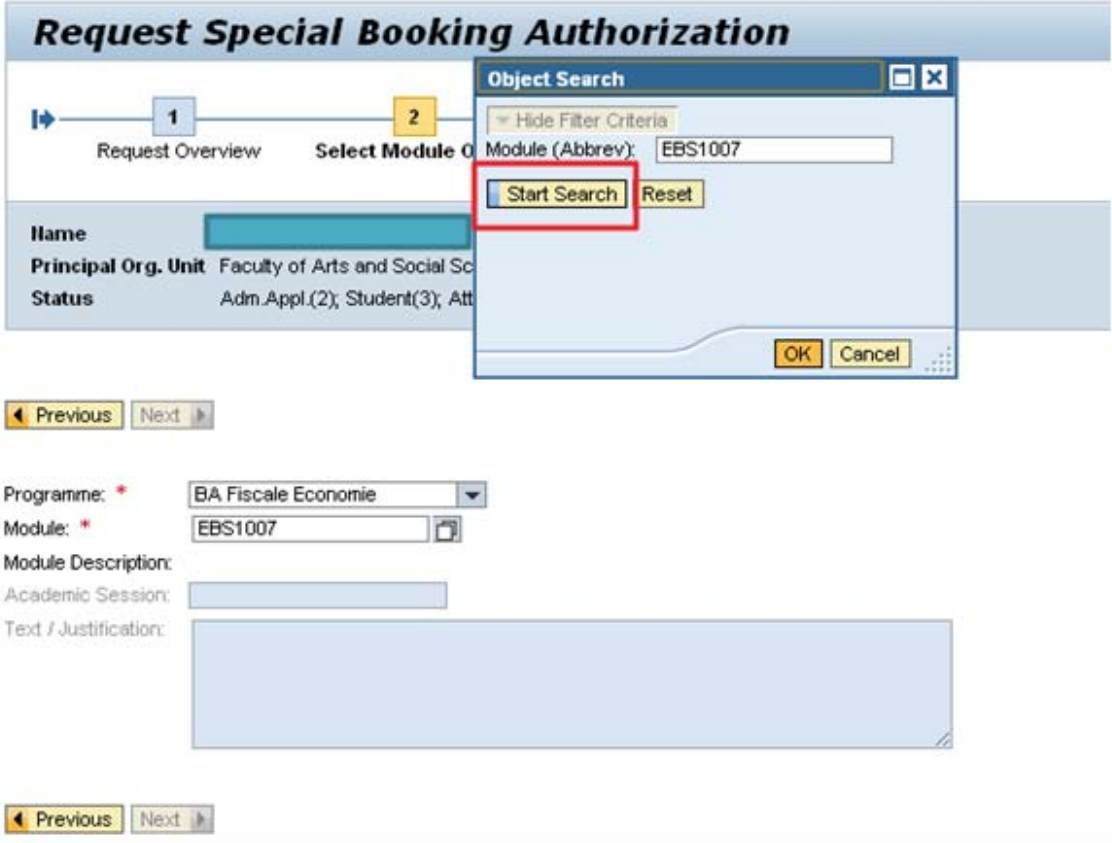
Request Special Booking Authorization	
1 2 3 4 Request Overview Select Module Offer Review and Submit Completed	
Name Principal Org. Unit Status Faculty of Arts and Social Sciences Adm.Appl.(2); Student(3); Attending(3); BSACandid(2)	
Previous Next	
Programme: * Module: * Module Description: Academic Session: Text / Justification: 1 BA Fiscale Economie 2 EBS1007	
Previous Next	

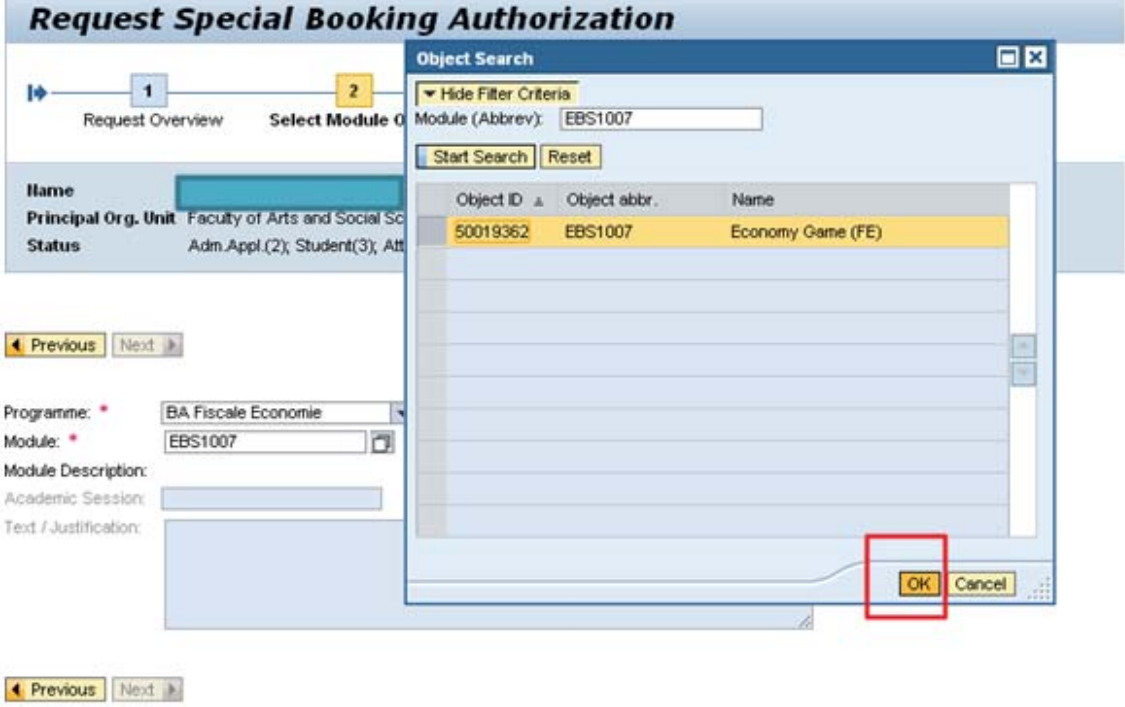
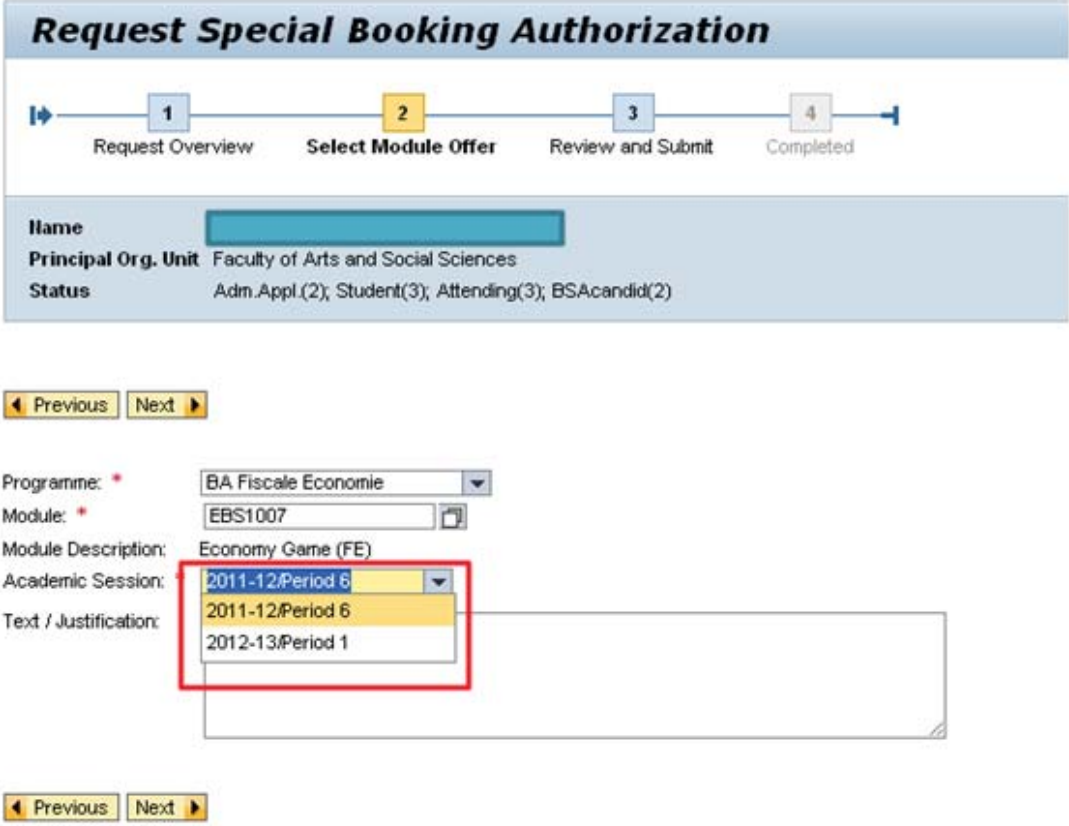
At Module ("1") you enter the code from the course or module you want to participate in. Next click the button at "2"

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.

	A pop-up screen opens. Click on "Start Search" Een pop-up scherm opent. Klik op "Start Search"
	Select the course you want to participate in by clicking the grey square in front of the line. Selecteer de module die je wilt volgen door te klikken op het grijze vierkantje aan het begin van de regel.

 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); BSAcandid(2) Programme: BA Fiscale Economie Module: EBS1007 Module Description: Economy Game (FE) Academic Session: [Redacted] Text / Justification: [Redacted] Object Search dialog: Module (Abbrev): EBS1007 <table border="1"> <thead> <tr> <th>Object ID</th> <th>Object abbr.</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>50019362</td> <td>EBS1007</td> <td>Economy Game (FE)</td> </tr> </tbody> </table> OK Cancel	Object ID	Object abbr.	Name	50019362	EBS1007	Economy Game (FE)	Click "OK" Klik op "OK"
Object ID	Object abbr.	Name					
50019362	EBS1007	Economy Game (FE)					
 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: [Redacted]	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 onderwijsperiodes waarin de course of module wordt aangeboden worden getoond.						

Request Special Booking Authorization	
1 Request Overview 2 Select Module Offer 3 Review and Submit 4 Completed	
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: Optional comment	
Previous Next	

Optionally you can add a text or comment.

Je kunt desgewenst een tekst of opmerking bijvoegen.

Request Special Booking Authorization	
1 Request Overview 2 Select Module Offer 3 Review and Submit 4 Completed	
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: Optional comment	
Previous Next	

Click "Next"

Klik op "Next"

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

◀ Previous Submit ▶

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

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

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

Je hebt je special booking approval afgerond.