

STUDENT COUNCIL
**OFF CAMPUS
COURSES GUIDE**



You can find the descriptions of UvA's and VU's courses and minors on their Course Catalogues

UvA: coursecatalogue.uva.nl

VU: studiegids.vu.nl/en

Pick the courses you prefer, keeping in mind that you are registered as a student in both UvA and VU and have access to all their courses if you meet the prerequisites (which may be a number of credits, or having signed up to another course or to a minor).

University of Amsterdam Courses

To enroll you have to use
GLASS (glass.uva.nl)

Search for the courses you want to sign up for and add them to **Saved For Later** until the registration period.

Once the registration period starts, you can register for the courses.

You'll also be asked what your schedule preferences are (**you cannot change them later**) and UvA will use them to assign you to the seminar group that best suits your timetable.

When signing up to courses, keep in mind that the course registration period is not at the same time as in AUC!

Your credentials for all UvA student platforms are the same as the ones you use for AUC!

University of Amsterdam Courses

To enroll you have to use
GLASS (glass.uva.nl)

You can register for a course for the **Fall Semester**
in the **second half of June**.

For the **Spring Semester**, you have to register at
the **beginning of December**.

Enrolling in a minor:

You have to sign up for the minor and to the
individual courses of the minor separately.

The deadline for the minors' enrolment may differ
depending on the faculty the minor is in, but it
usually falls between **mid-May and mid-June**.

*Some of these dates may differ for some more
competitive programs, so make sure you check in
early May when the deadline for your specific
minor/course is.*

Vrije Universiteit Courses

To enroll log in on student platform from the main website (vu.nl/en).

Your credentials have been sent to you when you enrolled in AUC but if you can't find them, you can ask Service Desk (servicedesk@auc.nl) to send them to you.

On **Dashboard**, if you scroll down to **Apps and Pages**.

You can find **Registration and Deregistration for education**, where you can register for the courses you like.

You can find the VU deadlines for registration if you scroll down to **Registration and deregistration deadlines** and click on more information.

Board of Examiners Request

Send a request to the BoE (**6 weeks ahead of time!**) through Digital Service Desk AUC (uva-ac.topdesk.net).

Select **Request for the Board of Examiners** including course load reductions, and then **Off-campus courses**.

You have to file a request to the BoE for each individual course you'll be taking and don't have to send one for an entire minor!

Most of the information can be found on the **Course catalogue** page of the course you're interested in.

The start and end dates of courses can be found on UvA's and VU's academic calendars.

Board of Examiners Request

Level of request:

VU: provides a level system that is similar to AUC's so select the equivalent course to what you want

UvA: there's no level system, so the evaluation made by the BoE to determine the level.

Usually based on examinations, course material, and possibly also the prerequisites.

Provide some motivation for the level you have requested to make sure you convince them!

Course manual: Email the professor(s) and ask for the previous year's course manual, as the new one is usually not available until the semester begins.

Otherwise, submit the .pdf of the course catalogue overview page of the course (***this has been accepted before, so don't let them reject your request because of it.***)

Important Info

UvA courses:

Find your timetable for an individual course through **GLASS**.

Otherwise, go on rooster.uva.nl/schedule or use the **app MijnUvA**.

The material for your classes will be available on Canvas, just like any regular AUC course (canvas.uva.nl).

VU courses:

Find your timetable on the platform where you signed up for courses (by clicking **Schedule** on the **bottom right corner**) or through rooster.vu.nl.

You can find the course material on VU's canvas page (canvas.vu.nl).

The courses you sign up to in UvA and VU will not show on your portal until you get the final grade in **SIS** and forward it to [**servicedesk@auc.nl**](mailto:servicedesk@auc.nl).

This is then processed and put on AUC's portal

Important Info

For more information about registering for off campus courses, go to:

<https://student.auc.nl/shared-content/a-z/off-campus-courses/off-campus-courses.html?origin=vBp9afmmRtStm548RpTuBQ>

For more information about AUC Course Registration, go to:

<https://student.auc.nl/shared-content/a-z/course-registration/course-registration.html?origin=vBp9afmmRtStm548RpTuBQ&cb>