Late registration

Late Registration is for students who have missed the course and/or group registration deadline or have to make adjustments in their course and/or group registrations.

Late registration takes place **per term**, so make sure to check the deadline overview on the course registration page.

The course and group registration during Late Registration period goes through OSIRIS Student.

N.B:

- We urge you to not use multiple devices simultaneously to access Osiris as it will strain the system and cause technical issues or crashes!

There are three possible scenarios that might happen during Late Registration:

1. You missed the first course registration period. In this case, make sure to do both at the same time - enrol to a course and choose a tutorial/seminar group that still has spots available. Read more here.
2. You registered for a course but forgot to sign up for a tutorial/seminar group during group registration period. In this case, you will need to enrol in a group that still has spots available. Read more here.
3. You have decided to change courses and sign up for a different course during Late Registration period. In this case, you will first need to deregister from a course you will no longer be taking, enrol to a new course and choose a tutorial/seminar group that still has spots available. Read more here.
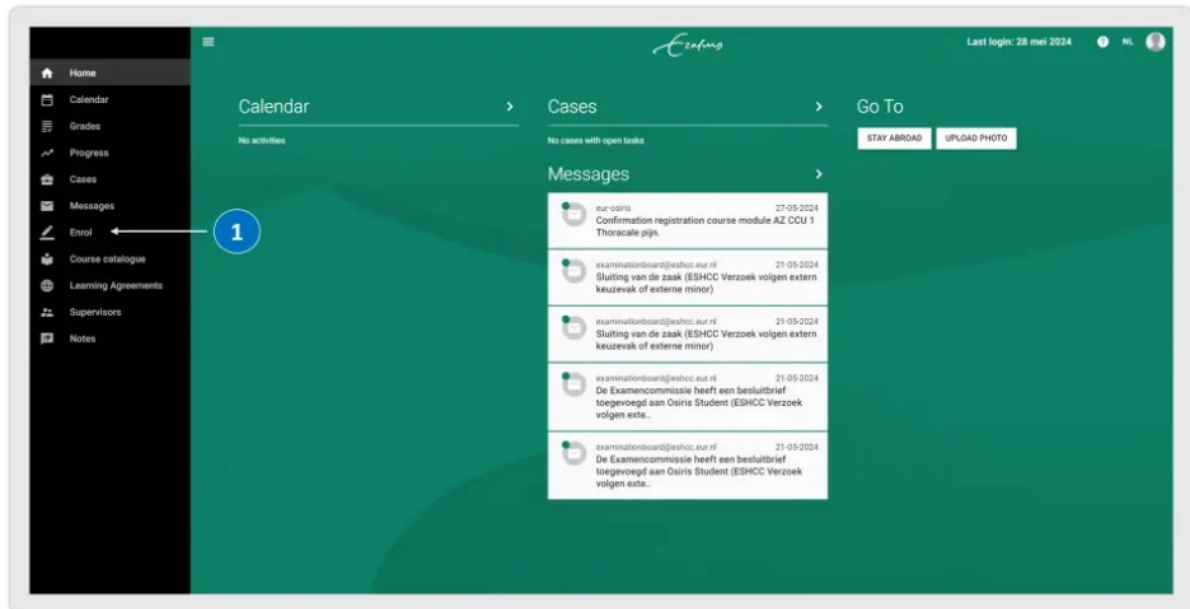
Important notes:

- Please be aware that the course spots at Late Registration are the leftover spots. This means that there is no guarantee that the course you want/need is available, and the possibility exists that all courses are full.
- The procedure is first come, first served. Be aware that the courses you have in mind might already be full.
- All registrations are checked after Late Registration period. If your registration was illegitimate, you can be removed from the course you registered yourself for during Late Registration.
- Kindly note that Late Registration is the last chance and an exception for those who missed the original deadline. After Late Registration, courses are locked, and no further registrations are possible. Therefore, please make sure to check the Registration period carefully.
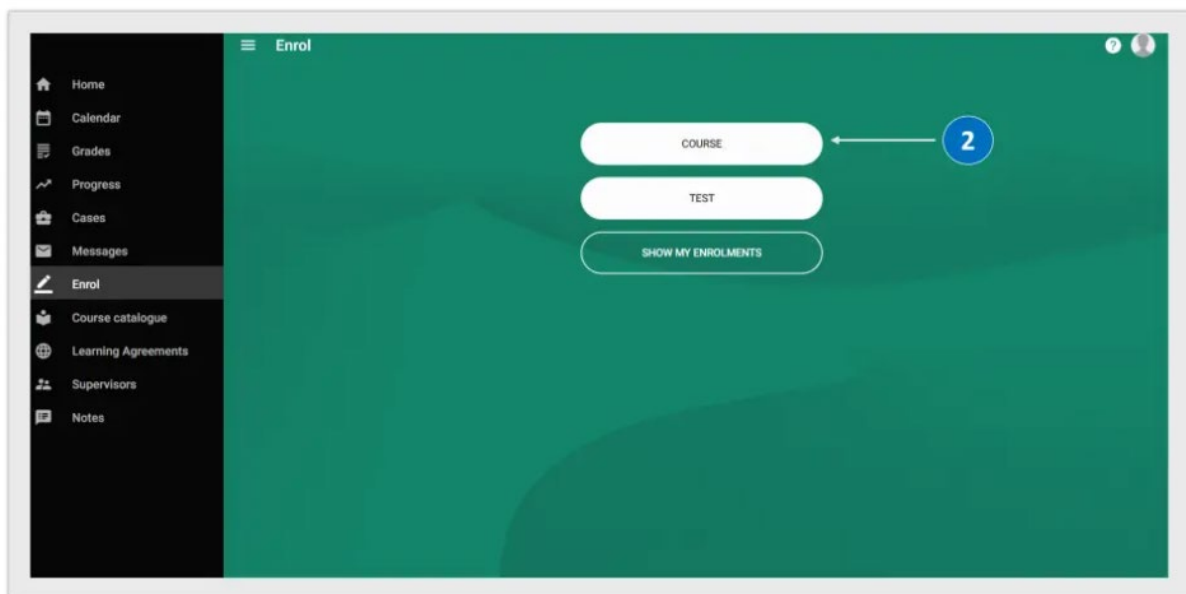
Missed the first course registration period

If you missed the first course registration period, you need to do both during the Late Registration period - enrol to a course and choose a tutorial/ seminar group that still has spots available. The course and group registration during the Late Registration period goes through OSIRIS Student.

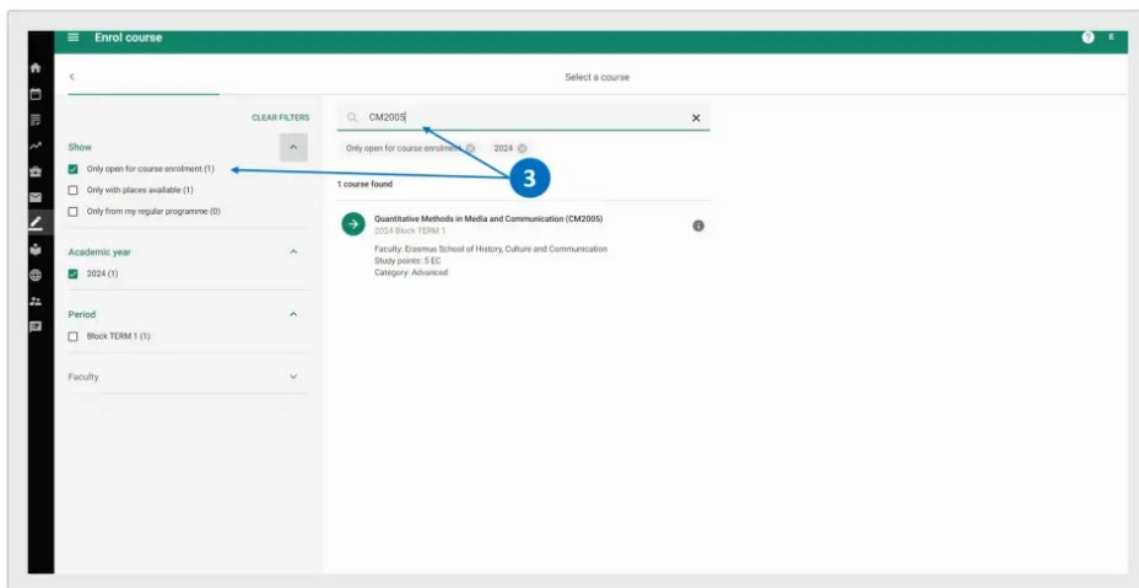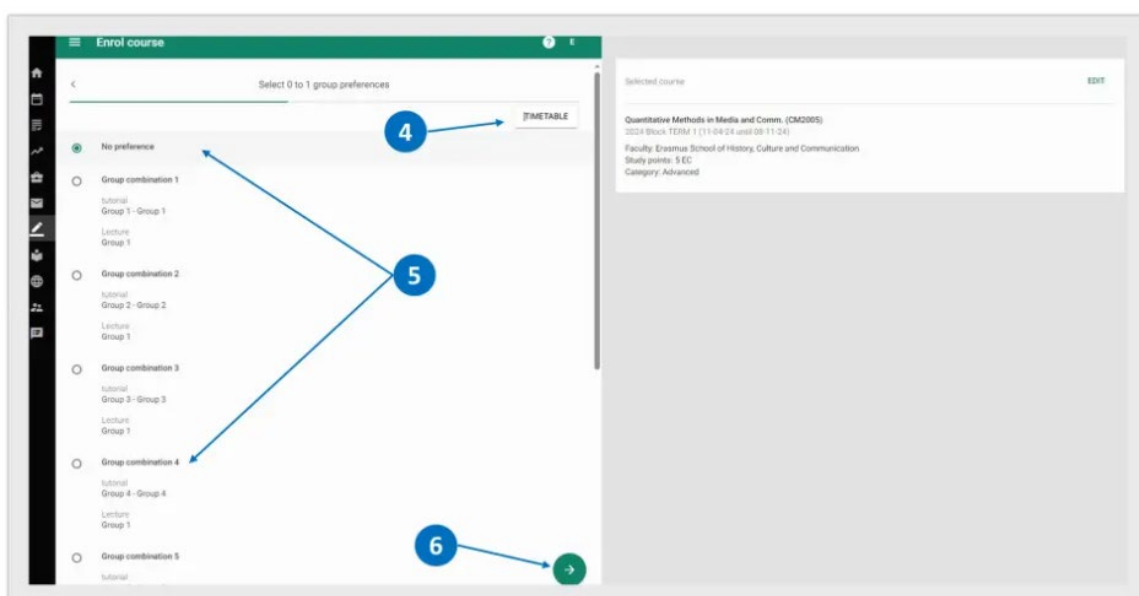1. Click on 'Enrol' in the home screen.
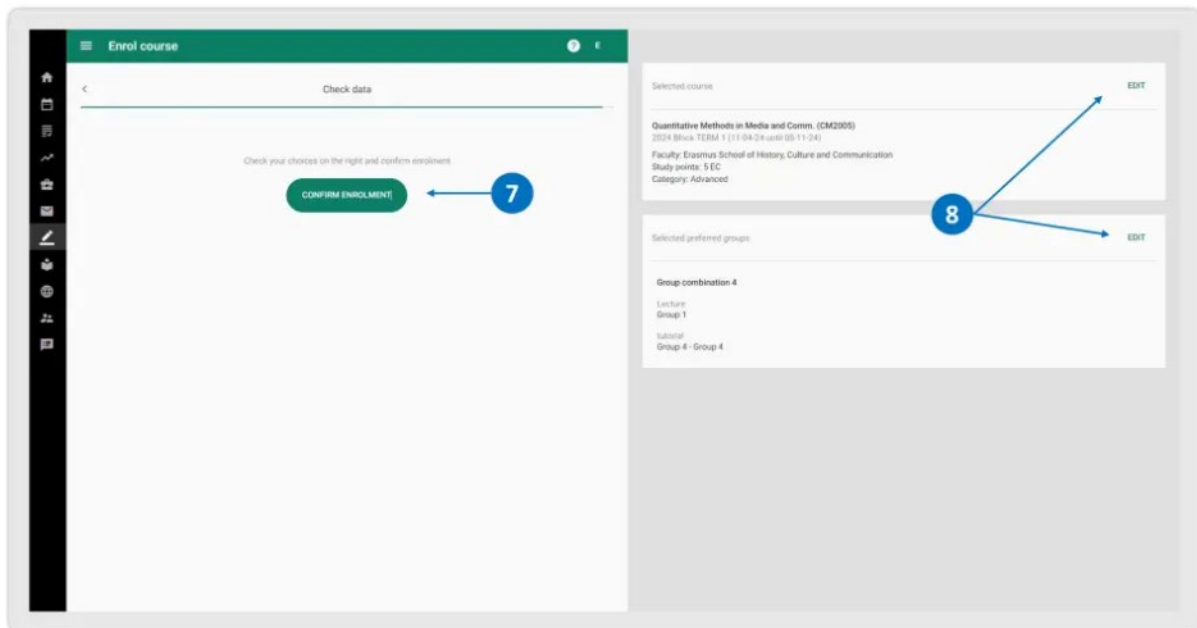

2. Choose **'Course'**.

3. In the search bar, indicate a course(s) for which you want to register. You can also make use of the filters and see which courses are open for course enrolment during Late Registration.
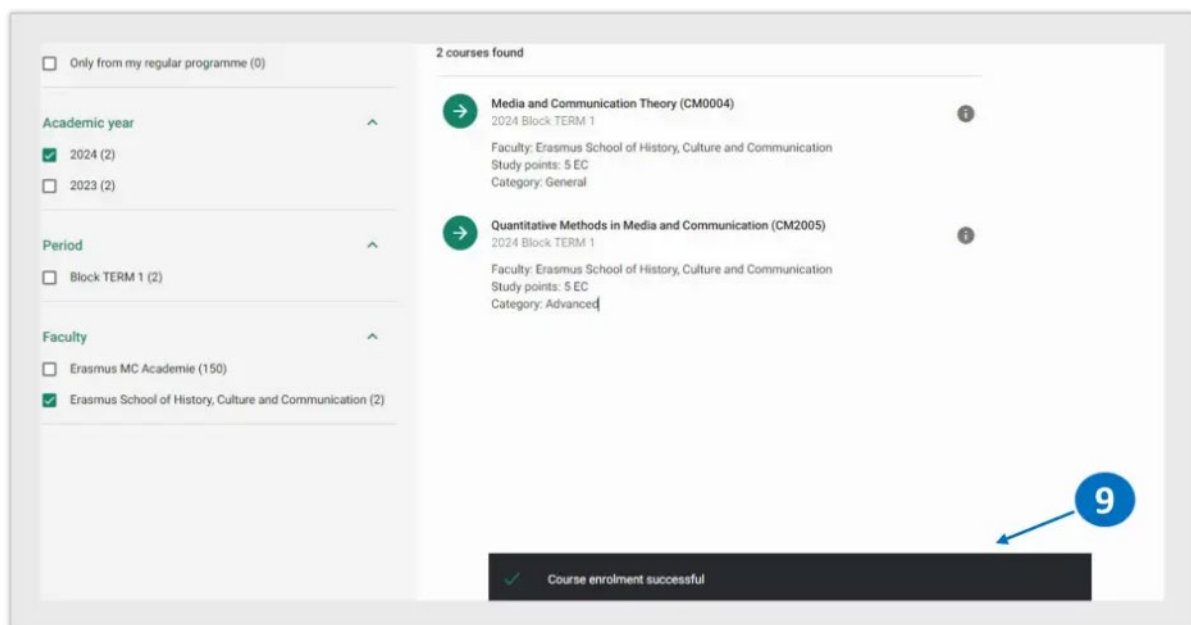

4. When you choose a course, you will be automatically directed to a list of tutorial/ seminar groups. Please keep in mind that some tutorial/ seminar groups may already be full which means that you have to choose a group that still has available spots. You can also check the timetable of all available tutorial groups by clicking on **'Timetable'** at the top right corner in the pop-up screen.
5. **'No preference'** is the default option in the tutorial/ seminar group list when registering in Late Registration period. Therefore, make sure to change **'no preference'** option to an actual tutorial/ seminar group that you prefer and that still has available spots. **Important!** If you leave 'no preference' option in your tutorial/ seminar group selection, you will be automatically assigned to a tutorial/ seminar group that still has available spots.
6. Press on the arrow to continue.

7. Click on **'Confirm enrolment'**.
8. Keep in mind that you can still change your course and tutorial/ seminar group registration by clicking on **'edit'** in this step but also before the designated deadline of the Late Registration period.
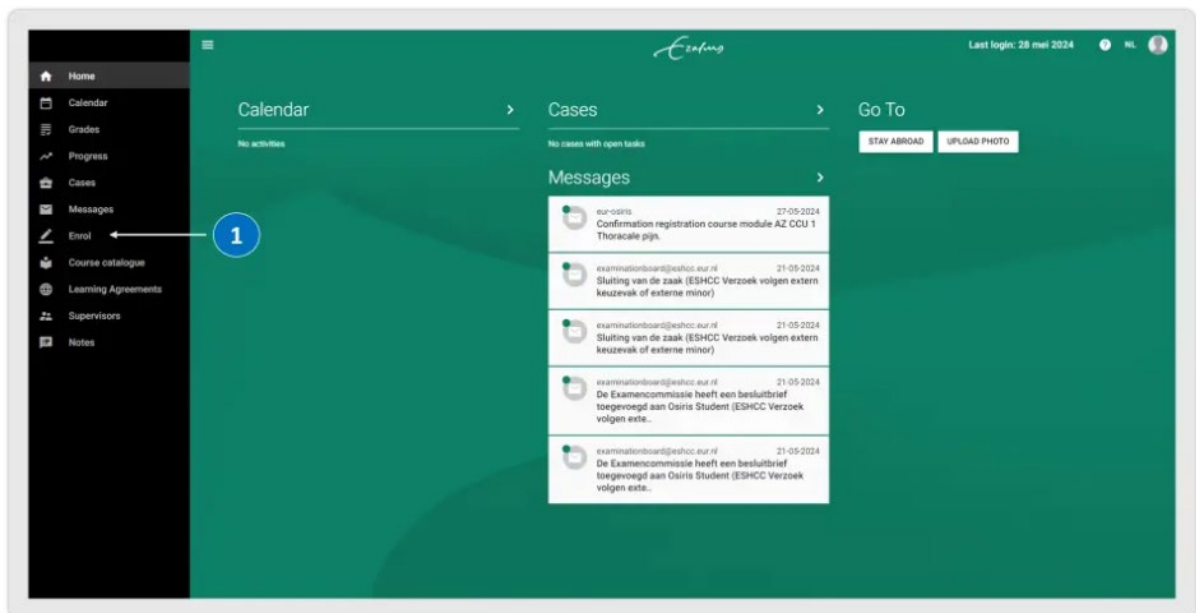

9. At the bottom of the page, a registration confirmation message will be shown. You will also receive an automatically generated e-mail confirmation in your EUR e-mail account.
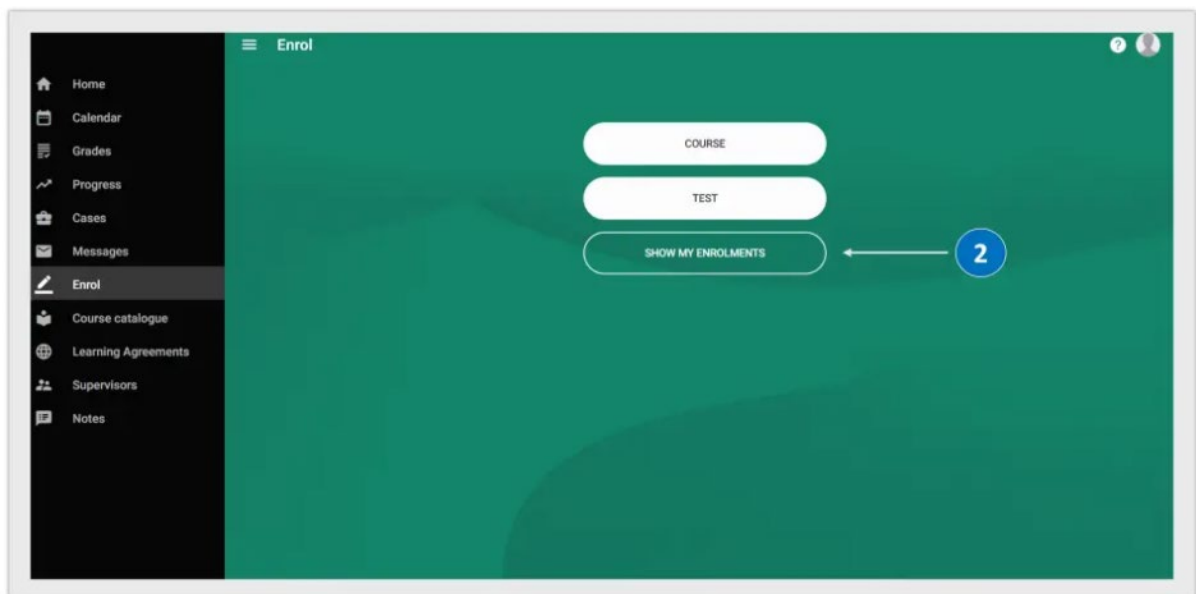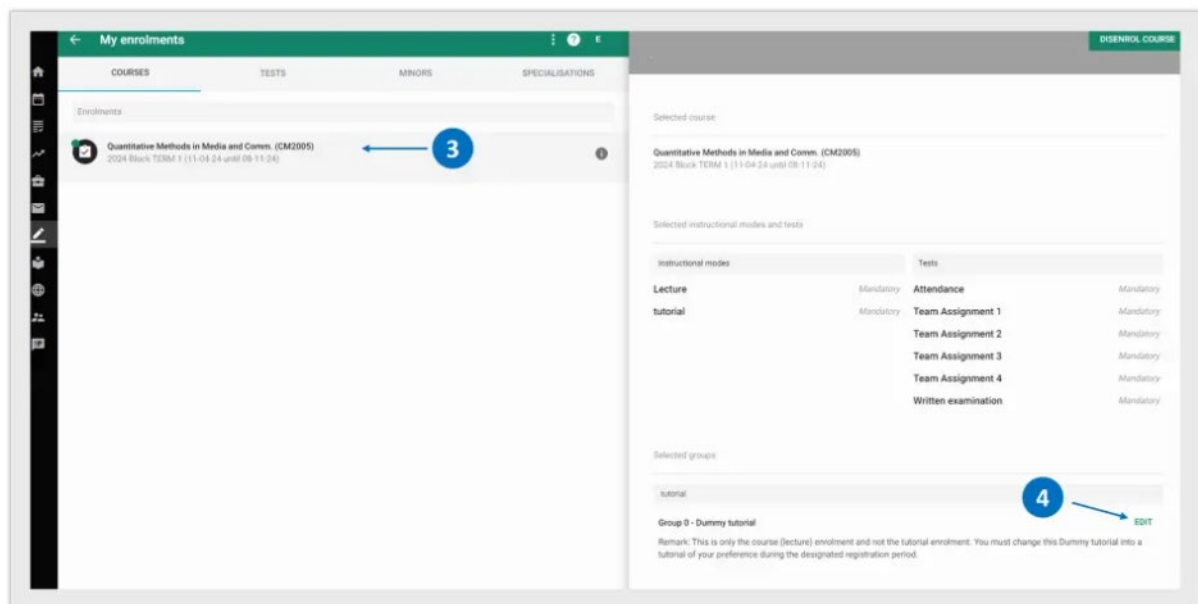
Forgot to register for a group

1. If you registered for a course but forgot to sign up for a tutorial or seminar group during group registration period, you first need to go to **'Enrol'** in the home screen.
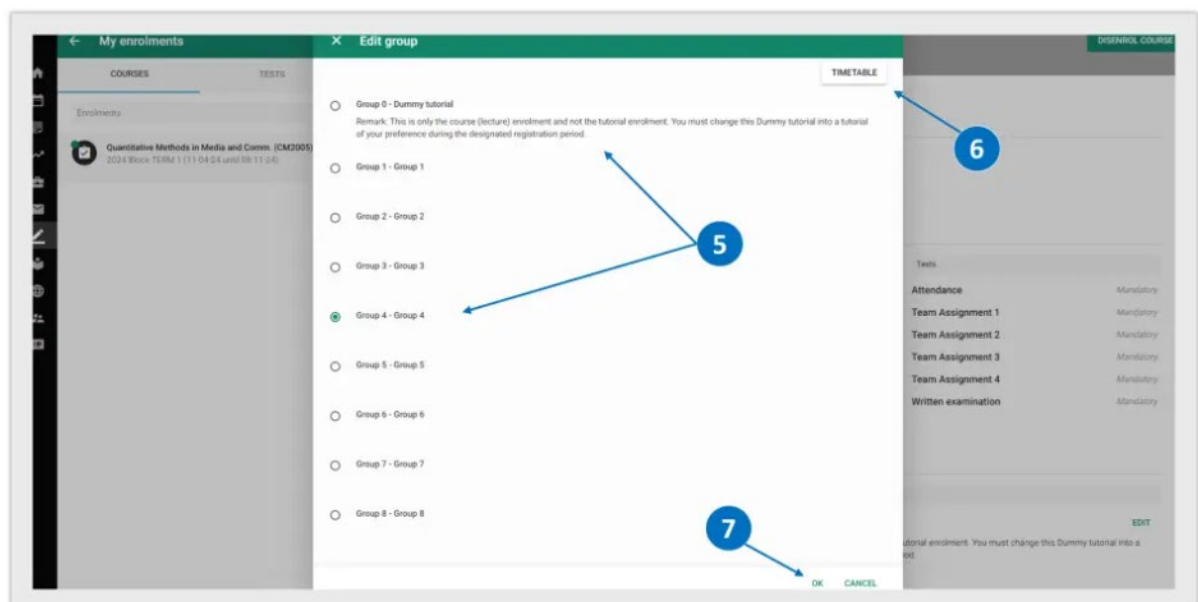

2. Click on **'Show my enrolments'** to enrol in a group that still has spots available.
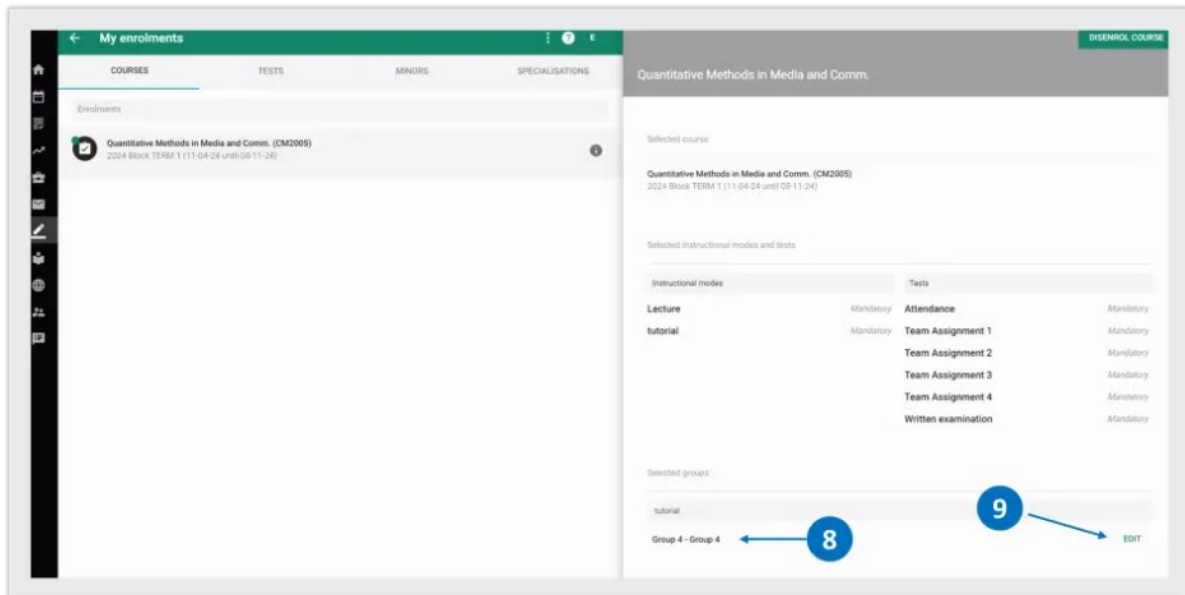
3. Select the course for which you would like to choose a tutorial group.
4. Click on **'Edit'** at the bottom right corner.

5. Please keep in mind that you will be automatically added to **'Group 0 - Dummy tutorial'** by default, as described in the 'Course Registration' document. Make sure to change your tutorial group from **'Group 0 - Dummy tutorial'** to your preferred tutorial group that still has available spots.
6. You can also check the timetable of all tutorial groups by clicking on **'Timetable'** at the top right corner in the pop-up screen.
7. Once you have made your choice, click on **'OK'**.

8. You can now see the tutorial group for which you have registered.
9. Please be aware that if you change your mind and would like to register for a different tutorial group than your initial registration, you can change your tutorial group preference **before the assigned deadline of the Late Registration period** by clicking on **'edit'**. However, please keep in mind that since it is the Late Registration period, most of the tutorial/ seminar groups may be full.

Changing a course

If you have decided to change a course and sign up for a different one during the Late Registration period, make sure to **deregister** from the course you no longer will be taking. You can find the process of deregistration in the 'Deregister from a course' document.

Once you have deregistered from a course you no longer want to take, and want to register for a new one, please follow the procedure in **' Missed the first course registration period'** section above.