



## Course enrollment checklist for exchange students

**1. Check with your academic advisor/coordinator or international office of your home university if you have specific course requirements for your exchange**

Does your home university require you to take specific AUAS courses? In that case, your home university needs to inform us directly by email: [incoming.fbe@hva.nl](mailto:incoming.fbe@hva.nl)

**2. Decide what courses you want to take by checking the course catalogue**

Create a study plan for yourself: list your **first choice** (preferred) courses AND **backup** courses. If you're choosing individual courses, make sure you have at least 6 backup courses. If you're choosing a 30ECTS programme, we advise you to choose another 30ECTS programme as backup.

Ensure you meet the **admission requirements** of the courses you would like to take. You can check the admission requirements of each course or 30ECTS programme in the course catalogue.

**3. Check the [Course Enrollment Guide](#)**

**4. Note down the course enrollment period in your agenda**

- Especially the opening day and time since course enrollment is done on first come first served basis!
- When the course enrollment period is confirmed, you will be informed by email.

**5. Attend the course enrollment webinar**

- Invitation will be sent to your email.

**6. Submit your course enrollment selection in SCAGO**

Get approval from your home university academic advisor in SCAGO: After you submit your course selection in SCAGO, an email is automatically sent to your home university academic advisor with the request to approve your course selection.

- Note: if you want/need to take more than 30ECTS worth of courses, you cannot select this in SCAGO and will need to inform us by email: [incoming.fbe@hva.nl](mailto:incoming.fbe@hva.nl).
- Your draft course schedule is sent to you by email a few weeks before the start of the semester.