

Registration and deregistration manual

September 2026

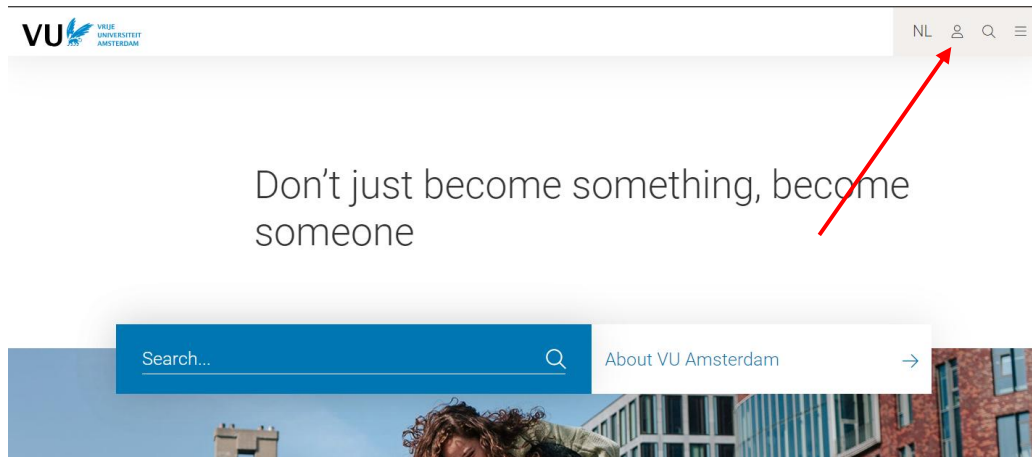
Table of contents

Step 1 - Log in to your personal VU Dashboard	1
Step 2 - Registration module	2
Step 3 – Registering for courses within your programme	3
Step 4 – Deregistration or changing your registrations	4
Minors, Specialisations and Extra Curricular Courses.....	5
Missed the registration deadline?	5

Registration is only possible if your enrolment for the corresponding academic year is completed.

Step 1 - Log in to your personal VU Dashboard

Go to vu.nl and log in to the dashboard using your VUnetID details. You will have received these in your personal email. If your application is not yet complete, complete it first. For more information, also visit <https://vu.nl/en/student/pre-students>.



From the dashboard, go to 'Register and deregister for education':

Apps and pages

My favourite apps

Canvas

LibSearch VU

Results

Studentjobs

TestVision

VU-brand portal

Complete registration

Registration and deregistration for education

Student Desk

Study Guide

Timetable

Step 2 - Registration module

In the registration module, you can register for courses for which the registration period is open. Each period within a semester has its own registration deadline! These deadlines can be found here. Registration for courses in semester 1 opens mid-July, semester 2 opens mid-December. Check your programme and academic year at the top right and click on 'Register' under the period for which you wish to register for courses:

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COURSE REGISTRATION

B in Law

2024 - 2025



REGISTERED AND PLANNED COURSES >

2023 - 2024



REGISTERED AND PLANNED COURSES v

2024 - 2025



P1	September October	P2	November December	P3	January	P4	February March	P5	April May	P6	June
Total EC period: 15		Total EC period: 18		Total EC period: 9		Total EC period: 0		Total EC period: 0		Total EC period: 0	
Studyload per week: 52.5		Studyload per week: 63		Studyload per week: 63		Studyload per week: 0		Studyload per week: 0		Studyload per week: 0	
Moot Court R_PleitO6 6 EC				Probation R_Reclass 6 EC		+		+		+	
Forensic Linguistics, Introduction L_NCBALG006 6 EC				Bachelor Thesis R_B_scriptie 6 EC		PLAN COURSE		PLAN COURSE		PLAN COURSE	
Penology R_Penol 6 EC				Forensic Psychiatry R_For.psyC 6 EC		+					
+				Legal Psychology R_Rpsy 6 EC		PLAN COURSE					
REGISTER COURSE											

You can plan courses for periods whose registration deadlines are not open yet. This is also possible for future study-years. Planning does not mean you are registered! You still have to register for these courses once the registration deadlines open.

Step 3 – Registering for courses within your programme

The proposed courses for your programme are now displayed:

PROPOSED COURSES

ALL COURSES

MINOR / SPECIALIZATION

YOU ARE NOW VIEWING THE PROPOSED COURSES FOR PERIOD 1 (SEPTEMBER & OCTOBER)

You are registering for the academic year 2024-2025

Search...

6 Results for:

The proposed courses contain the courses that are offered within your programme. This doesn't mean that you have to register for all courses: please check the study guide to see for which courses you have to register for this period. Courses that are offered as part of university minors are not displayed here, you can find these in: All courses > Search in minors. [Click](#) to see what possibilities are available if you cannot find a course.

Bachelor second year

Contract Law
R_ContR
6EC

Law of Succession I
R_Erfrechtl
6EC

Bachelor third year

Company Law
R_Ondernem.r
6EC

Elementary Tax Law
R_EBel
6EC

Moot Court
R_PleitO6
6EC

Modules from the academic structure

Substantive Criminal Law
R_Mat.strC
6EC

Plan free activity:

Registration is only possible if your enrolment for the corresponding academic year is completed.

To register, click on the course and a pop-up will follow:

A screenshot of a web application showing a registration pop-up for the course 'METHODOLOGIE 1'. The pop-up has a title bar with a close button. Below the title, there is a table with course information: Vakcode (AB_487035), EC (6), Periode (P6), and Voorkennis (Nee). To the right, it lists the lecturer 'Docenten: dr. T.H. Wieringa'. At the bottom right, there are two buttons: 'Studiegids' and 'Intekenen', both of which are circled in red.

Click on 'Register/Intekenen'. You will see the different events. Choose the events you want to register for (you are automatically registered for the exam, checkbox is checked) and click 'Register/Intekenen' to confirm:

A screenshot of a web application showing a registration confirmation screen for 'METHODOLOGIE 1'. The screen has a title bar with a question mark and a close button. Below the title, there is a table with course information: Vakcode (AB_487035), EC (6), Periode (P6), and Voorkennis (Nee). To the right, it lists the lecturer 'Docenten: dr. T.H. Wieringa' and the learning methods 'Leermethoden: Hoorcollege, Werkgroep, Tentamen'. Below this, there are three sections: 'Kies een Hoorcollege' with a dropdown menu, 'Kies een Werkgroep' with a dropdown menu, and 'Kies een Tentamen voor TENTAMEN (SPSS/Word)' with a list of dates and times. The first date, '28-06-2024, 12:15 - 14:30', is selected with a checked checkbox. At the bottom right, there are three buttons: 'Studiegids', 'Annuleren', and 'Intekenen', with the 'Intekenen' button circled in red.

Step 4 – Deregistration or changing your registrations

If you want to change your registration (e.g. to choose a different study group), select the course, click 'Change' and make the changes where necessary. As long as the deregistration deadline is still open, you can also deregister from the course. Click 'Deregister' and confirm your deregistration. You are then deregistered for the course and all components. Did you miss the deregistration deadline? Then click 'Change' and deregister for the exam itself. Did you fail to do this? Then you will receive a No Show (NS) as a result for the course.

A screenshot of a web application showing a course registration screen for 'NEUROPSYCHOLOGIE VOOR PEDAGOGEN'. The screen has a title bar with a close button. Below the title, there is a list of items with checkboxes: 'Je bent voor dit vak ingetekend op hoorcollege Neuropsychologie voor Pedagogen/HC/01' and 'Je hebt je aangemeld voor het tentamen op 25-03-2024'. Below this, there is a table with course information: Vakcode (P_BNEUPED), EC (6), Periode (P4), and Voorkennis (Nee). To the right, it lists the lecturer 'Docenten: dr. M. van der Schoot' and the learning methods 'Leermethoden: Hoorcollege'. At the bottom, there are three buttons: 'Afmelden', 'Studiegids', and 'Wijzigen', with the 'Afmelden' and 'Wijzigen' buttons circled in red.

Minors, Specialisations and Extra Curricular Courses

For minors within your programme of study and specialisations, go to the 'Minor/Specialisation' tab (see step 3, figure 1). Find your minor/specialisation and confirm. This does not mean you are registered yet! The courses of the minor/specialisation will now appear under 'Pre-selected courses'. Register for these courses as explained in step 3.

Do you want to do a minor outside your study programme or take courses outside your study programme? Then go to the 'All subjects' tab, find the courses and register for them.

Do you want to take these courses/minor as part of your study programme? (This means that they count towards your degree.) [Then first submit a request to your own Examination Board](#). If you cannot find the course this way in the registration module or if registering is not possible, [do contact the Educational Office of the offering faculty](#). There could be additional entry requirements.

Missed the registration deadline?

If you missed the registration deadline, some courses allow late placement. In the Study guide can you see whether or not late placement for a course is possible. Follow the same steps as in Step 3, but instead of clicking on 'Register' you have to click on 'Late placement'. A request for your late placement will be send to the faculty. Based on the available capacity will your request either be approved or denied. The requests are processed in the week before the new period starts.