

Instructions on how to enroll in courses and exams

Usis: formal enrollment in courses and exams

1. Go to www.usis.leidenuniv.nl and log in with your university login code (student number + password).
2. Click the blue box called 'Enroll'.
3. On the 'add' page, select the 'Enroll by entering the class number' option and 'Studiejaar 2018-2019'.
4. Insert the number of the study activity you wish to enroll in; this can be either a class or an exam. The numbers can be found on the lecture- and exam timetables of the Institute of Philosophy (USIS-Actnbr.):

Monday	Group	Catalog Nbr.	Week	Start/End	Tutor	Location	USIS-Actnbr.	ZRS-id
Logic LEC	101	5011VGLOAH	37-42,44-50	13:15-15:00	* Vacature	PJVETH/1.01	1473	A680999
Philosophy of Culture LEC	101	5011VPCH	37-42,44-50	15:15-18:00	Chouraqui	LIPSIUS/019	1400	A658917
Tuesday	Group	Catalog Nbr.	Week	Start/End	Tutor	Location	USIS-Actnbr.	ZRS-id
Comparative Philosophy I LEC	101	5011VGCI AH	37-42,44-50	15:15-17:00	Berger	PJVETH/1.01	9946	A661407
WP. Greek Roman Antiquity LEC	101	5011VGWGAH	37-42,44-50	13:15-15:00	Berg	PJVETH/1.01	9958	A661403

5. When the correct study activity is selected, press 'in shopping cart', after which you are able to insert a new study activity number. **Please note! In order to finish your enrollment, you have to select all study activities in your shopping cart and press 'enroll'.**

Blackboard: enroll in courses in the online learning environment

1. Go to www.blackboard.leidenuniv.nl and log in with your student account.
2. Go to the 'Courses' page and press 'Browse Course Catalogue' on the right side of the page.
3. Find the correct course by searching on its name or catalogue number (don't forget to change 'name' to 'ID' when you search on catalogue number).

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4. Click on the arrow next to Course ID and select 'Enroll'.
5. **Please note! You can only unenroll once per course. This is possible by selecting 'Tools' on the left side menu on the page of the course. Afterwards, select the 'Unenroll Tool' button to confirm your unenrollment.**