

MANUAL: HOW TO APPLY STEP BY STEP

To register or de-register for electives, please log on to OSIRIS Student via this link:

https://osiris.hdk.nl/osiris_student_hbkmdprd and follow the steps below.

REGISTER FOR AN ELECTIVE

1. Go to the tab *Register*
2. Click on *Course Module* and then on *Search a course module*
3. Choose Academic year = 2020 or 2021 and Faculty = Royal Conservatoire and click on *Search*
4. The list of available courses will appear on the right
5. Click on the course you would like to register for
6. Another screen will appear where you can click on *Register* at the top or bottom (see below)
7. You will receive a confirmation email

Please note: some electives have a maximum number of students. If an elective is full, you will be put on a waiting list. Registration will be on a first come, first serve base.

The screenshot shows the search interface with the following elements circled in green: the 'Academic year' dropdown menu set to '2020', the 'Faculty' dropdown menu set to 'Royal Conservatoire', and the 'Register' button at the top right. The search criteria include 'Course module/name', 'Also search in description', 'Show' options (All course modules, Course modules for which you can register, Tests for which you can register), 'Course type' (No preference), and 'Category' (No preference).

No rights can be derived from this information.



The screenshot shows the 'Register' page for course module KC-EL-AT1-13. The 'Register' tab is circled in green. The page displays course details, registration instructions, and a table of instructional modes and tests. A green arrow points from the 'Register' tab to the 'Register' button at the bottom of the page.

Instructional mode	Block	Group	Course schedule	Language of instruction	Lecturer	Remark
Elective grouplesson	SEM1	1				

Test	Block	Course schedule	Remark
Attendance	SEM1		

DE-REGISTER FOR AN ELECTIVE

1. Go to the tab *De-register*
2. Check the boxes of the courses you wish to de-register for
3. Click on *De-register* at the top or bottom

The screenshot shows the 'De-register' page for course module KC-EL-AT1-13. The 'De-register' tab is circled in green. The page displays a list of course modules and tests with checkboxes for selection. The 'De-register' button at the bottom is also circled in green.

Course module	Academic year	Exam aims	Category	Instructional
<input checked="" type="checkbox"/> KC-EL-AT1-13	Alexander Technique 1	2020	Fulltime Bachelor	Elective group

Course module	Academic year	Exam aims	Category	Test
KC-EL-AT1-13	Alexander Technique 1	2020	Fulltime Bachelor	Attendance

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