STUDY GUIDANCE
BACHELOR OF SCIENCE IN BUSINESS ECONOMICS
Ken Leemans & Joyce Huvaere
Code YELLOW

ON CAMPUS

• Always keep your distance from others
• Wear a face mask at all times
• Wash your hands regularly

STOP THE SPREAD OF COVID-19
vub.be/backtocampus
DURING CLASSES

• No drinking/eating during class
• Wear a face mask at all times
• Notify your teacher if you want to get up or leave the room
If you test positive for COVID-19

Notify us immediately on info@vub.be
Code YELLOW

Absent for a mandatory class

Provide a doctor’s note to your faculty secretariat
STUDY GUIDANCE @ VUB
STUDY SUCCESS AND WELLBEING

- Online tips & tricks
  - Information
  - Infographics about planning, procrastination,..

- In group
  - Workshops: study methods, taking oral exams,...
  - Q&A’s

- Individual guidance
GET MORE OUT OF YOURSELF

Improving your study success and making sure you're feeling well, that's what Study Guidance is all about. You can reach out to us in every stage of your studies, for information, advice, guidance and training. Take a look at the workshops we offer or make an appointment for individual guidance. An enthusiastic team of study advisors, learning path counselors and student psychologists is ready to help!

All guidance is free for VUB students.
Joyce Huvaere & Ken Leemans

E-MAIL
STUDYPATH.ES@VUB.BE

INDIVIDUAL ONLINE MEETING (VIA THE MICROSOFT TEAMS APP)
SCHEDULE AN APPOINTMENT >>>
Your study path counselor (STB) can inform, advise and guide you throughout your studies.

A daily chat moment with one of the faculty's study path counselors between 16-17h for short and quick questions (from 14/9) - You can reach the STB via the chat function in Microsoft TEAMS.

- Monday: Joyce
- Tuesday: Janneke
- Wednesday: Ken
- Thursday: Ioanna
- Friday: Romy
CHECKLIST

1. Enrollment
2. Course registration
3. E-tools
4. Timetables
5. Study Progress regulation
6. Study Guidance

READY, SET... GO!
Study Guidance: Learning path counselling
You will receive email updates concerning the proceedings of your application.

Sign the online enrollment contract

Deadline: 8 October
COURSE REGISTRATION
FOLLOW THE STEPS

https://student.vub.be/en/course-registration#how-to-register

Overview of the most common issues
The most common issues and how to deal with them:

- I cannot log on to the Student SelfService
- I can log on to the Student SelfService, but I do not have the button 'register my courses'
- Some courses are missing

Overview of the most common error messages
The most common error messages and how to deal with them:

- “Study activity is full. If a waiting list is available, select Add another study activity and return to step 1. Select the study activity link, select the Waiting list option and resubmit your request.”
- “This study activity is not planned”
- “This study activity can not be added - the requirements are not met.”
- “These study activities can not be added, adding these study activities the maximum allowed credits or courses would be exceeded for this period.”
- “I get the error that I also need to register a study part called SELF”

Course registration in 10 steps

This step-by-step plan can only be used by students who must register for their courses themselves.

1. Tab ‘add classes’
2. ‘Search by my requirements’
3. Course detail - select a part of the course
4. Confirm the part of the course
5. Overview ‘parts enrolled in automatically and still need to register yourself’
6. Confirm the entire course
7. Shopping cart
8. Check and ‘finish enrolling’
9. The results of your course registration
10. Check your courses

Tip: Open the browser or frames next to the Student SelfService by step guide.


Your error is not listed here? Do not hesitate to contact us.
Common error:
variants of the course: W (for working/evening student) or R (regular student)?

Your error is not listed here? Do not hesitate to contact us.

Inform us by filling in this form.

Change your language preferences in the top right corner of the form.
INFORMATION FOR OUR STUDENTS

You find most of the information regarding your study on this website.

Could't find it? Mail us!

YOUR STUDY PATH
✓ Activate your VUB NetID
✓ Get access to the VUB wifi and platforms
✓ Check your VUB mailbox (or redirect to your personal mailbox)!

Check your timetable

You can check the timetables for student groups or for courses. You can also use the My Timetable app and the iCalendar function.

Suggestions for the timetables are always welcome via Service Now.

Timetables are subject to change. Therefore, consult your timetable regularly.
### TIMETABLES

**CONSULT YOUR SCHEDULE**

Subject to changes

- Check it regularly

---

**1 BA Business Economics**

Week(s) 1 (14 Sep 2020) - 14 (20 Dec 2020)

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30</td>
<td></td>
</tr>
<tr>
<td>8:00</td>
<td></td>
</tr>
<tr>
<td>8:30</td>
<td></td>
</tr>
<tr>
<td>9:00</td>
<td>Business Information Systems - PC GRP 1</td>
</tr>
<tr>
<td>9:30</td>
<td>4:7, 9-14</td>
</tr>
<tr>
<td>10:00</td>
<td>Jozef II-straat 47 - Rm-2 Peter Courtel</td>
</tr>
<tr>
<td>10:30</td>
<td>THYS Alexandra, BYOD</td>
</tr>
<tr>
<td>11:00</td>
<td></td>
</tr>
<tr>
<td>11:30</td>
<td>Mathematics for Business Economics 1 - WPO GRP 1</td>
</tr>
<tr>
<td>12:00</td>
<td>4:7, 9-14</td>
</tr>
<tr>
<td>12:30</td>
<td>Jozef II-straat 47 - Rm-2 Peter Courtel</td>
</tr>
<tr>
<td>13:00</td>
<td>THYS Alexandra, BYOD</td>
</tr>
</tbody>
</table>

---

**Subject to changes**

**Check it regularly**
STUDY PROGRESS REGULATION

STUDY EFFICIENCY

Succeed for 60% of the enrolled credits

If not: binding conditions are imposed succeed for at least 75% + courses you have registered twice

0 credits obtained? Binding conditions not met?

=> Refusal to re-enroll

Your study guidance starts at the Meeting point.

Brussels Engineering, Sciences & Humanities Campus

[A] Building F - level Esplanade
[T] +32 2 629 23 06
[O] Monday - Friday; 9AM to 5pm

https://student.vub.be/en/study-guidance#contact
GOOD LUCK!

QUESTIONS?
## VUBUDDY PROJECT

### WHAT
A project where new bachelor students from the same faculty receive **1 VUBuddy** who:
- Guides and supports
- Enables social cohesion within your group

### WHY
To increase new students' **social and academic integration and wellbeing**

### FOR WHO
**YOU**

### FROM WHO
Socially engaged empathic students with a **heart for** new students

### HOW
Your VUBuddy will contact you so... **keep an eye on your mail**
Student Council

Who are we?
What are we doing?
How can you contact us?
STUDENT COUNCIL
WHO ARE WE AND WHAT DO WE DO

• 20 motivated students
• Different views, opinions and interests
• Represent the student voice
• Policy and rules of the VUB
• Faculty representatives
STUDENT COUNCIL
WHAT DO WE DO

• Affordable dorm rooms
• Exam schedule on time
• Enough activities on and off campus
  • Night bus
  • BBQ
  • Student associations
• Participation in every student related topic
STUDENT COUNCIL
HOW TO CONTACT US

• Questions, ideas or remarks
• Join us or ISP

• Facebook: Studentenraad VUB
• Mail: studentenraad.stuvoraad@vub.be
• Instagram: studentenraadvub
• Student.vub.be
STUDENT COUNCIL
ENJOY YOUR TIME AT THE VUB

- Welcoming week and tour of the VUB
- Student associations
- Buddies

EVENTS FOR STUDENTS BY STUDENTS
#WeAreVUB
Hope to see you soon!
Your Student Association.
The Brussels Association of Business Economics.
(B.A.B.E)
Why B.A.B.E?

- Social Life
- Entrepreneurship
- Education
- Philanthropy
Our origin:

- BABE was conceptualized and created at the inception of the Business Economics program, 2 years ago.
Quick history:

- Founder Mehdi Fergal (2018)
- Focus on Educational Development
- Introduction of 4 Pillars
- Rebranding of BABE
- CoronaVirus Pandemic

- No party policy
- Board change (2019)
- Party friendly Policy
What you can expect amid Coronavirus?
Free notes and summaries:

• Discord

SCAN ME
Board member vacancies:

• Positions currently available to you on the board:
  • Secretary
  • Social Media Manager
  • Treasurer

Further information will be distributed via social media contacts between 17th and 24th September
Questions?

- Reach us on social media

Babe.vub@gmail.com