HOW TO REGISTER FOR ORAL EXAMS VIA CANVAS/POINTCARRÉ

Step 1.
Click on the link that can be found under ‘Announcements’ in Canvas of the course concerned.

Stevie MONDIAL, Exam
Enrolment oral exam

Beste studenten,

Inschrijven voor het mondeling examen kan vanaf 12/11/2018 (9u) tot 13/01/2018 (23u55) via volgende link:

https://pointcarre.vub.ac.be/index.php?go=course_viewer&application=application%5Cwebl cms&course=13294&tool=appointment&browser=table&pub_type=2&tool_action= browser

Dear students,

It is possible to enroll for the exam between 12-11 (9h) and 13-01 (23h55) through the link below:

https://pointcarre.vub.ac.be/index.php?go=course_viewer&application=application%5Cweblcms&course=13294&tool=appointment&browser=table&pub_type=2&tool_action= browser

Step 2.
Click on the corresponding list of appointments.
Step 3.

You will now see an overview of the dates and hours during which the exam can take place, as well as how many students can register per hour and how many students have already registered so far.

<table>
<thead>
<tr>
<th>START DATUM</th>
<th>STARTTijd</th>
<th>EindTijd</th>
<th>BESCHRIJVEN</th>
<th>AFSPRAKEN IN DIJ HURUL</th>
<th>AFSPRAKEN</th>
<th>ACTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>25/04/2019</td>
<td>10:00</td>
<td>11:00</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>25/04/2019</td>
<td>11:00</td>
<td>12:00</td>
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<tr>
<td>25/04/2019</td>
<td>12:00</td>
<td>13:00</td>
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<tr>
<td>25/04/2019</td>
<td>13:00</td>
<td>14:00</td>
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<tr>
<td>25/04/2019</td>
<td>14:00</td>
<td>15:00</td>
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<tr>
<td>25/04/2019</td>
<td>15:00</td>
<td>16:00</td>
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<tr>
<td>25/04/2019</td>
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<td>17:00</td>
<td></td>
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</tr>
</tbody>
</table>

**: registration is possible
**: timeslot is full – registration is no longer possible
**: registration is (currently) not possible; you can only register for this timeslot once the previous one is completely booked

At the top of the page, you will find more information about the registration period: only during this time will you be able to register and deregister by yourself. You might also find additional information from the teacher.

Step 4.

Click on 🔄 in the column "actions" to register for your preferred date and time.

If your registration is successful, your name will appear in the list with this icon: 🎉.
DEREGISTRATION

During the registration period, you can deregister for an exam by yourself if you decide not to take part in the exam. To do this, click on × in the column “actions”.

→ This is not obligatory, but highly appreciated by the teacher!

CHANGES

Should you wish to change timeslots with another student, please send an e-mail (with the other student in CC) to faclw@vub.ac.be during the registration period. The faculty secretariat will then change the appointments.

PROBLEMS

In case of problems during the registration, please contact faclw@vub.ac.be. If possible, try to include a screenshot of the issue.