Guide to using PlanApp
You can find PlanApp by clicking on the following link <> . Log in using your regular user name and password.

Planning a new timetable
Once you have opened PlanApp, you will see “Planning: DEFAULT”. If this is your first visit, we recommend that you make a new draft version.
- Go to “Draft” and select “New draft”.

- Complete the fields and click “Add”.
  o Name: choose a name
  o Start year: the year you started your program
  o Major: the program you are taking (N.B. Bachelor's and Master's are both listed)
  o Exam program: combination of start year, major and specialization (if applicable). N.B.: for cohorts up to and including the 2016 cohort, the exam program comprises two phases: Propaedeutic year and Bachelor's. Both phases must be selected consecutively, with the same start year for both.
  Example: BBK-PB-2015 and BBK-B-2015 refers to the complete Propaedeutic year and Bachelor's program for students who started the program in 2015.

The first draft of your timetable will now appear.
Please note: a draft timetable has a yellowish background color.
  o This draft timetable shows all the compulsory subjects, planned into the best possible timetable for your chosen program. You can change anything you need.
  o You will find the subjects you must choose from a list of “compulsory subjects” on the right in “Plan Later”.
  o These subjects show a status; i.e. whether you have enrolled in the course subject or have already passed it.

Adding subjects to your timetable
- “Course catalog” allows you to search for coherent packages, USE learning trajectories and individual electives and add them to your timetable immediately or to Plan Later.

- Plan Later is on the right-hand side of the screen. From here, you can add subjects to your timetable. You do this by dragging and dropping them or by clicking “Plan Direct” and selecting a quartile. You can expand or minimize the Plan Later list as you wish.
Students who have already added choices will see their chosen subjects and coherent packages here. They have not yet been planned, so you can add them to your timetable yourself.

- If you click a green + in the timetable, you will see an overview of the subjects from your “Plan Later”, which you can take that quartile. It is also possible to create your own custom course, such as a foreign internship, for example. This custom course must be worth between 0 and 15 credits (if you need to enter more credits than this, you must create more custom courses).

**From draft to default timetable**
You can change your draft timetable into a default schedule.

- Go to “Draft” and select “Copy Timetable”. You can indicate whether you want to save the original.

- A draft (or default) timetable can be copied to start a new draft.

You can make as many draft timetable as you want, including for other programs if you intend to switch or want to plan your Master’s program. You can only make these timetables in draft status until you enroll for the program concerned.

**Validation**
It is a good idea to validate your timetable. The validation checks whether you have enough credits in your timetable, whether you have the required prior knowledge, and whether your time slots clash.

If you see warning messages after the validation, sort out the problem and try to validate again.
Draft timetables can also be validated.

**Submitting a timetable**
Once you have acquired 90 credits and have 180 credits in your timetable, you can submit your electives to the Examination Committee. It is always a good idea to validate first. You are also advised to contact your coach, mentor or academic advisor if you are in any doubt.
You can only submit a default timetable. You can also submit your timetable if there are still points open for attention.
- Go to “Options” and select “Submit timetable”. Here you can add a brief explanation of your choice of electives.

Once you have submitted your timetable, you cannot add or remove any more subjects. The only thing you can change is the time slot you have chosen for the subject.

You can see whether the timetable has been submitted, approved or rejected at the top. In the event of approval or rejection you will find the explanatory notes from the Examination Committee under i. Your schedule will be ‘frozen’ once it has been approved. If a timetable is rejected, you can search for other subjects to add.

If you are unable to submit a timetable, please contact your departmental administration office. It is possible that you are not enrolled in the right examination program.

The Examination Committee can view your timetable, your choice of electives and your explanations and use them to approve or reject your proposal. If you want to make any changes after the timetable has been approved, you must contact the Examination Committee.