

# How to request approval for electives? (with validate button)

Your electives or minor need(s) to be approved by your study advisor and the examining board. After you have planned the electives or the minor you want to follow, you have to request permission to follow these courses to your study advisor and the examining board. This approval gives you a guarantee you can graduate with the courses you chose. If your plans change later on, you can re-submit previously approved electives. How to re-submit your electives can be found in the manual [How to re-submit previously approved electives?](#)

In order to request approval, you first need to enrol for a specialisation (if this is part of your study program). You can find how to do this in the manual '[How to enrol in a specialisation?](#)'.

In order to request approval for electives or a minor, you first need to plan electives or a minor. You can find how to do this, in the manual '[How to plan a minor in the plan app?](#)'.

**BE AWARE** that you can only request approval for electives when you planned at least 180 credits for a bachelor programme or 120 credits for a master programme.

Do note that if you are following two study programmes, you need to request approval for both study programs as if you would do as when you would follow just one study program. In the electives you should only select the courses that count for the specific program you are requesting approval for and for both study programs. The courses that you don't select will be placed under 'Others' which means that these courses won't be counted for this program. If you face any problems regarding requesting approval when following two study programs, please contact [SSC@wur.nl](mailto:SSC@wur.nl).

[This manual describes how to request approval for electives or a minor via the PlanApp.](#)

1. Click on **SAVE** in the menu bar to save your last updated planning

**Note:** It is not a problem if a course is in the wrong period in the PlanApp. As long as the course is in the PlanApp.

WAGENINGEN UNIVERSITY & RESEARCH

Plan Course Catalogue Curriculum

6666719 - Sarah Woodbead-Osiris English

SAVE VALIDATE PLAN DRAFT OPTIONS

Review moment: final review moment

Plan: DEFAULT MNH Saved on: December 9th 2020 - 11:39 hour

Year 1 2020-2021

Period 1	Period 2	Period 3 incl Resit 1	Period 4	Period 5	Period 6 incl Resit 2
HAP31806 Molecular Regulation of Health & Disease (MC)	HNH32006 Design & Interpr. Nutr. Interv. Studies (AF)	ZSS06000 General Safety (Registered for course) (DL)	HNH27806 General Medicine (WT)	HNH31706 Nutrition and the Brain (Registered for course) (AF)	YMC60809 Academic Consultancy Training (WT)
+	ADP20306 Immunology and Thermoregulation (AF)	ZSS06100 Laboratory Safety (Registered for course) (WT)	+	HAP30806 Brain, Hormones and Metabolism (MC)	+
+	NWI-NM099B Advanced Neuroscience Techniques (Course obtained)	HNH32506 Develop Sustainable Dietary Guidelines (Registered for course) (WT)	+	ADP30806 Adaptation Physiology (Registered for course) (AF)	+
+	HAP30306 Nutritional Physiology (Registered for course) (MC)	+	+	+	+

Year 2 2021-2022

CB170424 MSc Internship CBI	+	+	+	+	+
HAP80436 MSc Thesis Human and Animal Physiology	+	+	+	+	+

Please note that courses that are offered throughout the year, are at this moment planned in period 1 of the relevant year. This includes many of the Theses, Internships and Research Practices. This is a temporary situation as we develop the PlanApp further.

PLAN LATER

Add courses to Plan Later by searching for [course catalogue](#) or create an [personal course](#).

- Research Master Cluster
- Modular Skills Training
- Specialisations
  - MSc Individual Minor
- Electives
  - ADP30806 Adaptation Physiology (Registered) Year 1-Period 5
  - Advanced NWI-NM099B Neuroscience Techniques (Course Obtained) Year 1-Period 2
- Other
  - CB179324 MSc Research Practice CBI (PLAN NOW)
  - CHL70424 MSc Internship CHL (PLAN NOW)
  - CHL79324 MSc Research Practice CHL (PLAN NOW)
  - CPT71324 MSc Internship COM (PLAN NOW)
  - CPT79524 MSc Research Practice COM (PLAN NOW)
  - FQD70424 MSc Internship Food Quality and Design (PLAN NOW)
  - FQD79324 MSc Research Practice Food Quality (PLAN NOW)

2. Click on **VALIDATE PLAN** in the menu bar to validate your last updated planning

**BE AWARE** For frequently occurring warnings/announcements and how to solve them, see the manual [Frequently occurring warnings/ announcements in the PlanApp and how to solve them.](#)

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+	HAP30306 Nutritional Physiology (Registered for course) (MC)	+	+	+	+

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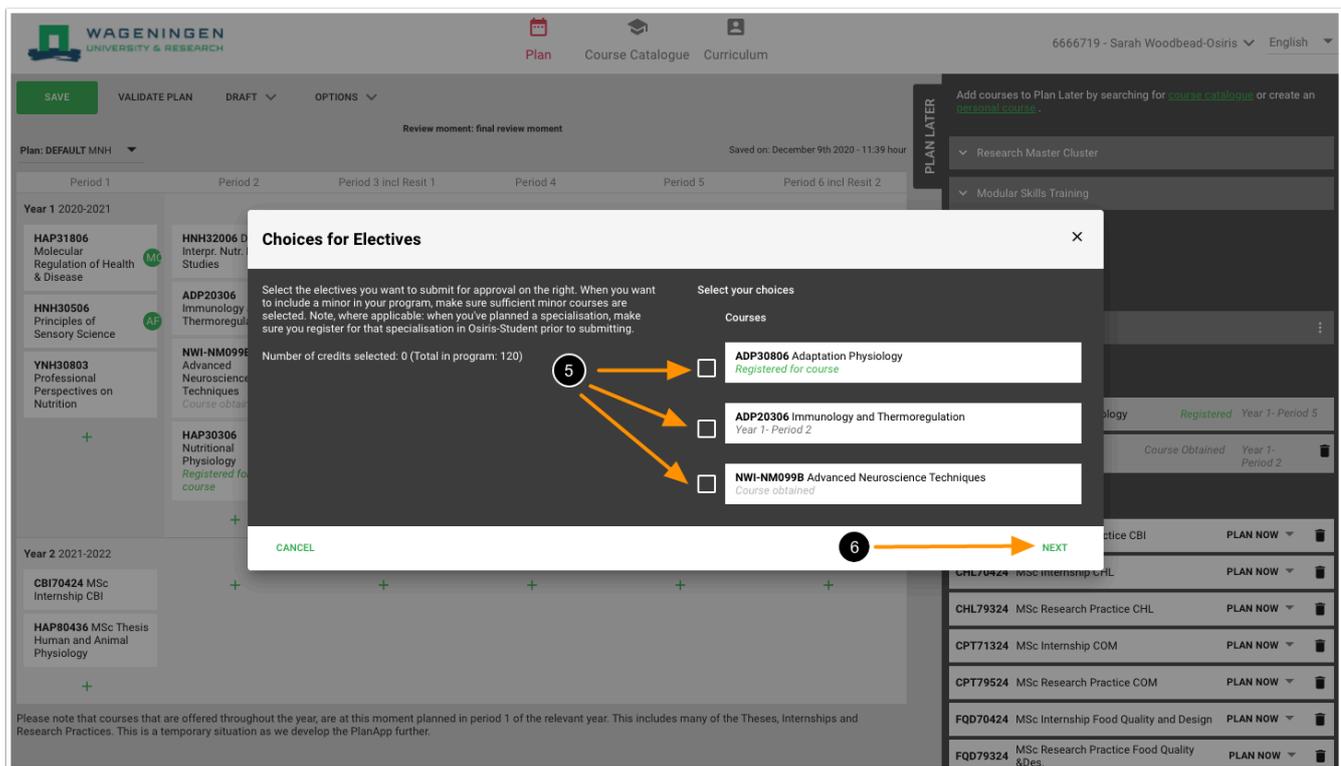
3. Click on **OPTIONS** in the menu bar

The screenshot displays the Wageningen University & Research PlanApp interface. At the top, the university logo and navigation tabs (Plan, Course Catalogue, Curriculum) are visible. The main area shows a course planning grid for Year 1 (2020-2021) and Year 2 (2021-2022). A context menu is open over the grid, with an orange arrow pointing to the 'Submit proposal Electives for approval' option. The menu also includes options like 'Modify first year', 'Add year', 'Delete year', and 'Show history'. The right sidebar shows a 'PLAN LATER' section with a list of courses and their status (e.g., 'PLAN NOW').

#### 4. Click on **Submit proposal Electives for approval**

**NOTE:** If you want to add a year to or delete a year from your planning, see the manual [How to add a year to/ delete a year from my planning?](#)

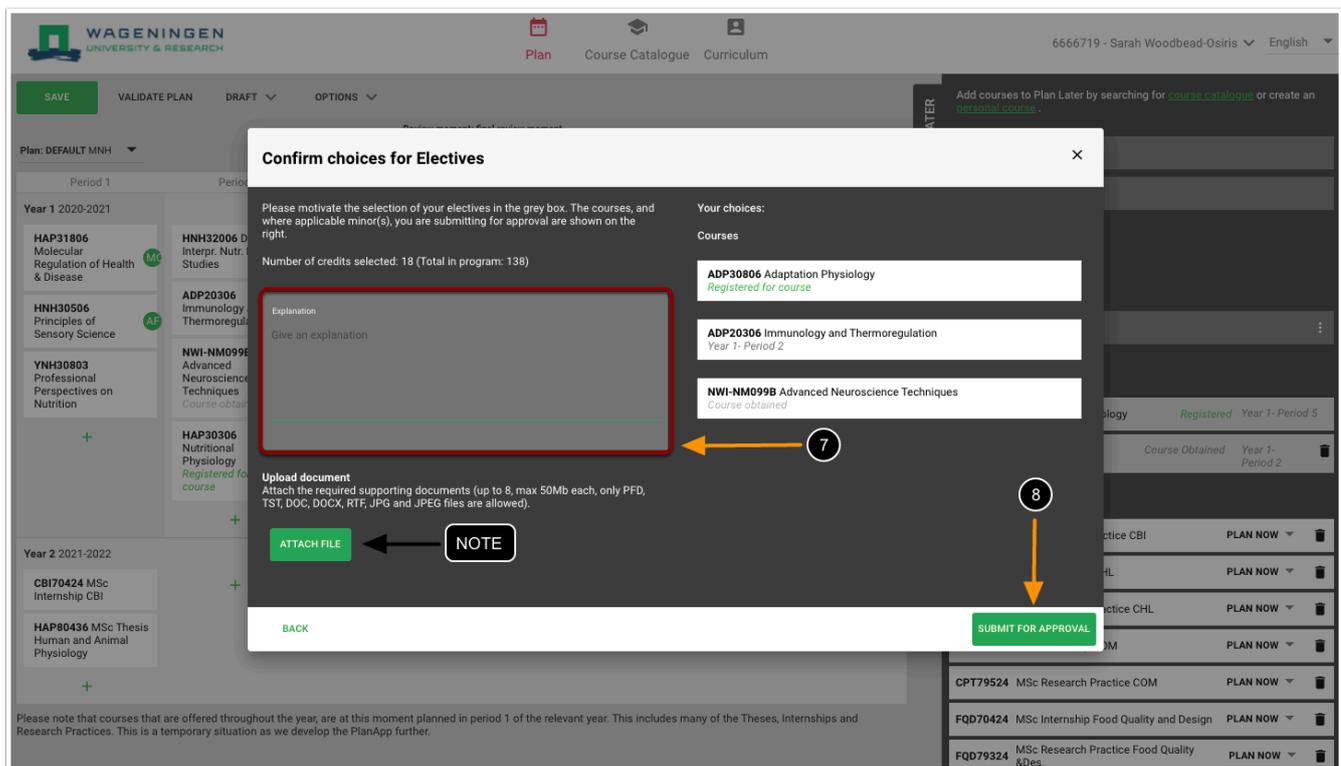
**NOTE:** If you want to check your previous requests for approval, see the manual [How to check my previous requests for approval?](#)



5. The following screen will appear. Check all boxes in front of the courses you want to request permission for

**BE AWARE:** If you do not select a course, the course will be placed under "Other" in your study progress overview and it will not be added to your diploma supplement. This also means that these courses will not be included in the calculation of your average grade.

6. Click on **NEXT**



7. You have to give an explanation for your choices in the Explanation box. You may also mention the name of the study advisor that normally advises you here

**NOTE:** When you are following 2 specializations or 2 study programs, also add this to your explanation.

8. Click on **SUBMIT FOR APPROVAL** to confirm your choices for electives

**NOTE:** Check with your programme whether you need to upload a required motivation form which you can add via the **ATTACH FILE** button. You can add the [Electives Motivation Form](#) here. More information about the approval of electives can be found on the SSC website (<https://www.wur.nl/en/Education-Programmes/Student-Service-Centre/Show-SSC/Study-Programme-Approval-1.htm>).

**NOTE:** To know if your program is approved or not, see the manual [How to know if my programme is approved or not?](#)