

1.

At CBS, you have the opportunity to combine courses from most departments. This means that there is a risk that some of the schedules to the courses you have chosen may overlap as the departments only plan and coordinate their own courses. The advantage is that you can choose courses that are not available at your home university.

The final schedules will be available upon your arrival to Copenhagen.

**Remember:** It is possible to change courses early August and late August/early September. We will alert you by e-mail about this after all students have been assigned to courses.

2.

Find the courses that you would like to apply for here from late April:

Undergraduate courses: [www.cbs.dk/undergrad](http://www.cbs.dk/undergrad)

Graduate courses: [www.cbs.dk/grad](http://www.cbs.dk/grad)

**Remember:** Check that you fulfill the required prerequisites of the courses you have chosen.

Find alternatives to your choice of courses. If your 1<sup>st</sup> primary course is not available, we will attempt to register you in your 1<sup>st</sup> alternative choice instead; likewise with your second, third and fourth choices. So Alt1 for Pri1; Alt1 NOT for Pri 2, 3, or 4.

3.

Choosing alternative courses is extremely important, in case one of your first choices is cancelled, fully booked or you have an overlap in your class schedule.

**Note:** If a course is very important to you, you can add a letter of priority signed by your home university. Once students with priority letters for a course have been assigned, the remaining spaces will be assigned randomly among the other applicants, IF there are too many students for that course.

4.

Apply for your courses online after the link has been sent to your CBS e-mail. More information here: [www.cbs.dk/app](http://www.cbs.dk/app)

**Remember:** There is a special application procedure for a small number of graduate courses. This procedure is explained under 'Prerequisites' of each course in question. If you apply for any such course, you should also apply for it through the online application system.

5.

Please note that a full-time course workload at CBS is equivalent to 30 ECTS, which usually means 4 courses. Therefore, you should apply for 30 ECTS as your primary choices and for 30 ECTS in your alternative list of choices.

**Remember:** Finish your application by the deadline, May 15, 2012. It is extremely important to meet this deadline, as your course choices help determine whether a course is offered or cancelled. Also, the online system closes after this date, and no course changes can be made until early August.

6.

Apply for credit transfer of the courses you have chosen. This should be done at your home university.

**Remember:** Apply for credit transfer for more courses than you need to follow, so that you will have several options of courses to change into if necessary.

7.

If you have questions regarding choosing courses at CBS, please contact us via one of the following e-mail addresses:

Undergraduate students: [undergrad.intoff@cbs.dk](mailto:undergrad.intoff@cbs.dk)

Graduate students: [grad.intoff@cbs.dk](mailto:grad.intoff@cbs.dk)

## Course checklist:



Find the courses that you would like to follow – including alternatives



Check prerequisites of all courses chosen – including alternatives



Make sure you have chosen the equivalent of 30 ECTS



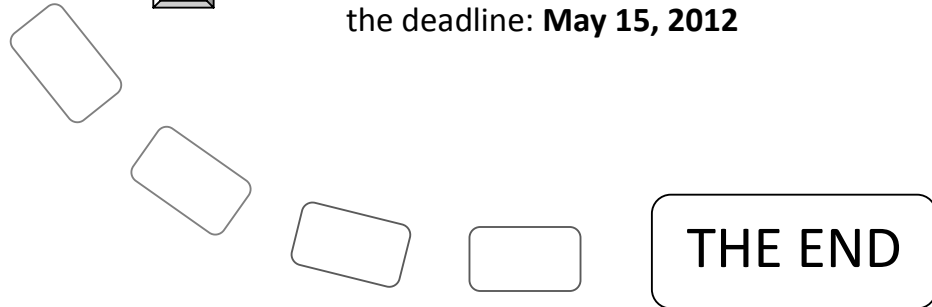
Fill out your course choices in the online form – including alternatives



Apply for credit transfer from your home university for all courses chosen



Finish your application for courses online by the deadline: **May 15, 2012**



## How to:

# Choose courses at CBS

