

Undergraduate Exchange Program

IEU Enrollment Instructions - Fall 23 & FY 23/24

Before Enrollment - June 2023

The **final list of courses and syllabi** approved by the Bachelors Offices for each Campus at IEU are **available in BB ULTRA**.

You should have received a separate email to activate your IEU credentials - IEU Username & Password- to be able to access **BlackBoard Ultra (BB ULTRA)** and your IEU email.

Link to access BB ULTRA: <https://blackboard.ie.edu/ultra>

The pathway to access all academic resources in BB Ultra is the following: **Organizations / Exchange Student Program / Academic information Fall 23 & FY 23/24**

Please use this time leading up to enrollment to thoroughly review the course offer in BB Ultra and make a wide pre-selection of courses you are interested in that can be approved back at your home university.

Additionally, read the information below about the Enrollment Platform and Enrollment Policy so that you know what to expect when the enrollment period opens.

If you have any academic questions about the list of courses available for your program, syllabi, schedules... Kindly contact your IEU Bachelor Program (IEU Academic office).

Bachelor's Program	Academic Office Contact Details
BBA, BBSS, & BCDM	ieubs.exchange@ie.edu
BCSAI, BDBA, & BAM	ScTechOffice@ie.edu
BID	design@ie.edu
BAS	architecture@ie.edu
BIR & BIE	bir.biemadrid@ie.edu
LLB & PPLE	llb.ppleexchange@ie.edu

Enrollment Period - Early July 2023

- The Enrollment Platform for Fall 23 & Full Year 23/24 will be open from **July 3rd, 12.00 hrs. Madrid time (CET)** until **July 17th at 23:59 hrs. Madrid Time (CET)**.
- Students must enroll through the IEU enrollment platform once the enrollment period opens. The enrollment link will be shared with students in due time by the IM Office. *Please be advised that enrollment can only be done through the platform and during the periods indicated.
- To access the enrollment platform you will need to use your IEU credentials (IEU Username & Password). If you have not yet activated them you will not be able to access the platform in due time so please activate them ASAP. *Bear in mind once you activate your credentials, it will take 8 hours for you to be able to access BB Ultra and any other IEU platforms.

IEU Online Enrollment Policy- Instructions & Recommendations

- Enrollment system:** A **first come first serve system** applies during enrollment and the availability of any course cannot be guaranteed. Students must enter the platform with a wide list of pre-selected/pre-approved courses from their home Universities, so if any of their desired courses are unavailable (no seats/schedule conflict) they already have a valid alternative.
- Enrollment policy:** Students will have to focus their course selection (**70% of their ECTS**) on courses from the **IEU Bachelor Program they were nominated to**, with the possibility to select the remaining **30% of the ECTS from other study areas** offered at the campus the student was admitted to (as long as they avoid overlaps and comply with the prerequisites).
- Enrollment restrictions:** Some courses have prerequisites and students need to make sure they comply with them before enrolling (check course listings and syllabi in BB Ultra).
- There is **no waiting list for courses**. Students are advised to keep checking the enrollment platform to see if their preferred courses have been released throughout the enrollment period. If no free spots open, students are advised to wait for the add&drop period.
- Schedules:** Each class has different groups and timetables and students are responsible for **creating their schedule in the enrollment platform**. Consequently, course schedules will not be made available beforehand, but it will be visible on the enrollment platform in real time once students start selecting courses. The platform will allow students to see a preview of how their final schedule will look.
- Attendance & Absences Policy:** Attendance to at least **70% of classes is mandatory**. Schedule overlap higher than 30% is consequently not allowed. If students reach the 30% absence limit, they are required to contact the corresponding bachelor's office to justify the absences. Failure to justify these absences will translate into a failed class.
- Maximum ECTS credits per semester:** The maximum credits students are allowed to enroll in for one Semester is **30 ECTS + 3 language credits = 33 ECTS in total!** Students may take less than 30 ECTS if allowed by their Home University, as minimum enrollment credits are set by home institutions.
- ECTS credit = 25 hours of work** including classes and related academic activities.
- Spanish Language course enrollment:** Students who are interested in taking a Spanish language course at IEU need to complete a placement test to receive the correct authorization of enrollment according to their level. The placement test link will be shared with students by email in due time.
- Add & Drop period (second enrollment phase):** Starts on the 1st day of class in both semesters. During this time, the enrollment platform will open again and students will be able to make enrollment adjustments if they wish (as long as **no more than 20% of the sessions have passed**)