



# Enrollment Guide

**Dearest reader, do you find yourself struggling to enroll on Progress?  
If so, this guide is for you!**

**By following all the steps, you shall be able to enroll yourself for the  
minor in a couple minutes.**

## Step 1

Open Progress as usual. Your screen should look similar to the one pictured below.

The screenshot shows the Progress dashboard for a user named MIQUEL. The dashboard displays three progress bars for different courses:

- Propedeutic year International Communication Management:** 60 / 60 ECTS
- First year Fulltime:** 5 / 60 ECTS
- Main Phase International Communication Management:** 39.25 / 180 ECTS

The dashboard also includes a welcome message from Fontys School of Business and Communication and a footer with the year 2018 - 2021 and a 'Provide feedback' button.

Please select 'Enrolling' and you shall find an entire laundry list of things you could enroll to. You would want to select 'Fontysminors'.

The screenshot shows the 'Enrollment items' page in Progress. The 'Enrolling' menu item is circled in red. The page displays a list of enrollment options for the user M.F.W.S.R. van de Nieuwenhof (studentnummer 3633594). The list includes:

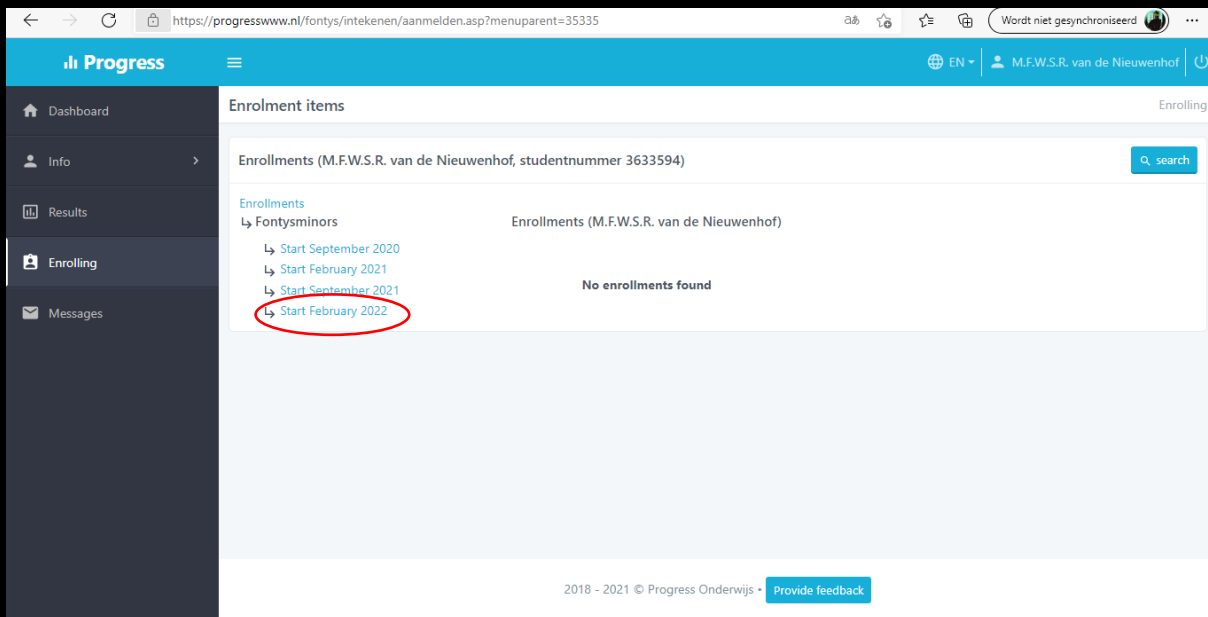
- Fontys Flexibel deeltijd onderwijs
- Fontys School of Information and Communication Technology
- Fontysminors** (circled in red)
- Fontys School of Business Management, Education and Technology
- Fontys Academy for Creative Industries
- Fontys School of Fine and Performing Arts
- Fontys School of Journalism
- Fontys School of Teacher Training for Secondary Education Sittard
- Fontys School of Teacher Training for Secondary Education Tilburg
- Fontys School of Teacher Training for Special Educational Needs
- Fontys School for Child Studies & Education
- Fontys Technical Training College Eindhoven
- Fontys School for Allied Health Professions
- Fontys School of Pedagogical Studies
- Fontys School of HRM and Psychology
- Fontys School of Social Studies

The right side of the page shows 'No enrollments found'.

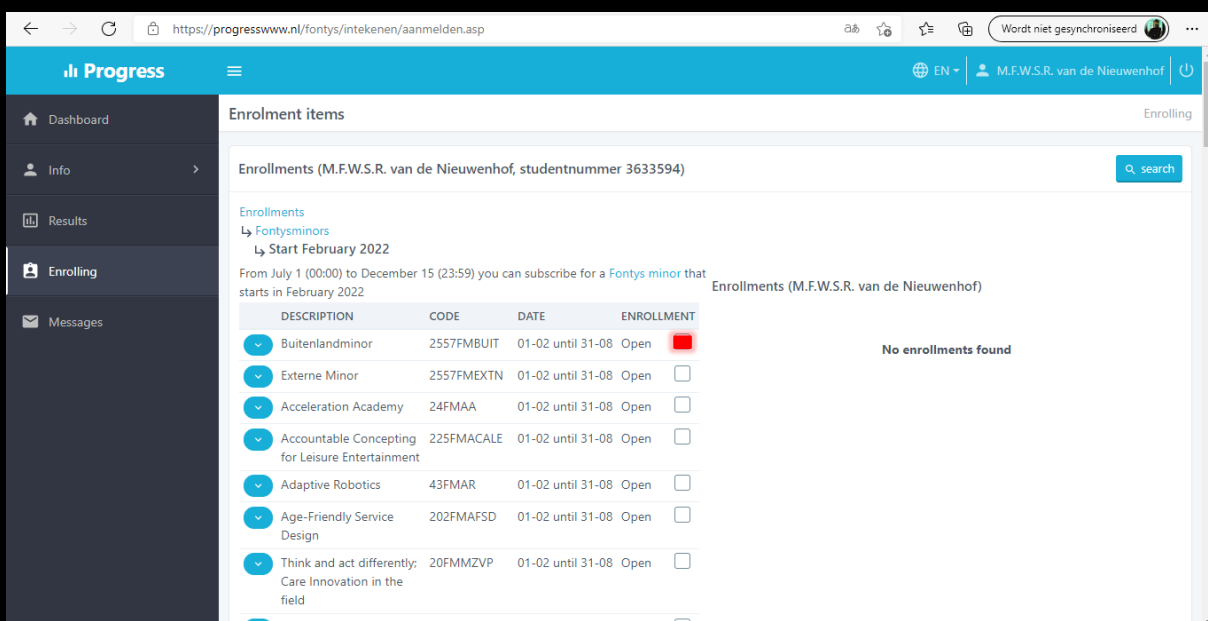


# Step 2

Upon clicking 'Fontysminors', it should open a selection of 4 dates, you must pick the date your minor starts. In this particular example, it was 'Start February 2022'



Another laundry list will appear but fear not, the one you want is the very top option. Now my version calls it 'Buitenlandminor', hopefully it is the same for you because it is this one you have to select by clicking on the tiny box that is highlighted in RED in the image below.





# Step 3

If you wish to see more details on the 'Buitenlandminor', you may want to expand it by clicking on the **BLUE** button with the downward arrow. Be aware that there is a deadline to enroll. (Specific deadlines may differ)

The screenshot shows a web browser window with the URL <https://progresswww.nl/fontys/intekenen/aanmelden.asp>. The page is titled 'Enrollments' and shows details for a 'Buitenlandminor' (International Minor). A blue dropdown arrow is highlighted next to the 'Buitenlandminor' entry in the table. Below the table, a detailed view of the minor is shown, including its item number, type, code, credits, owner, dates, room, and enrollment status.

DESCRIPTION	CODE	DATE	ENROLLMENT
Buitenlandminor	2557FMBUIT	01-02 until 31-08	Open

<b>Itemnumber</b>	672820
<b>Type</b>	Minor
<b>Code</b>	2557FMBUIT
<b>Credits (EC)</b>	30
<b>Owner</b>	MINOR
<b>Date</b>	01/02/2022
<b>End date</b>	31/08/2022
<b>Room</b>	Buitenland / Abroad
<b>Remark</b>	<a href="#">Over de Buitenlandminor</a>
<b>Enrollment opens</b>	01/07/2021
<b>Enrollment closes</b>	31/01/2022
<b>Number of enrollments</b>	14

After checking the little box that I highlighted in the image, all you have to do is scroll all the way down and press 'enroll'.

The screenshot shows a list of minors available for enrollment. Each entry includes a blue dropdown arrow, the minor name, code, dates, and enrollment status. At the bottom of the page, a blue 'enroll' button is circled in red.

DESCRIPTION	CODE	DATE	ENROLLMENT
Transmedia Design for Creative Industries	25FMTDF21	01-02 until 31-08	Open
Trendwatching (in Dutch)	25FMTW2	01-02 until 31-08	Open
Trendwatching (in English)	25FMTW2	01-02 until 31-08	Open
Vaardig in Leiderschap	2247FMVILS	01-02 until 31-08	Open
Vakdocent lh vmbo-prof. Dienstverl. en Prod.(D&P)	209FMVDP20	01-02 until 31-08	Open
Verbeteren van Voedingsgedrag	12VVV1819	01-02 until 31-08	Open
Nursing Leadership (Part-time)	202FMVERPL	01-02 until 31-08	Open
Nursing Leadership (Full-Time)	202FMVERPL	01-02 until 31-08	Open
Your future work	203FMYOFUW	01-02 until 31-08	Open
New Perspectives on Healthcare	20FMZIB	01-02 until 31-08	Open



# Congratulations!

If your screen looks like this, you have successfully enrolled for your minor!

The screenshot shows a web browser window with the URL <https://progresswww.nl/fontys/intekenen/aanmelden.asp>. The page title is "Progress" and the user is logged in as "M.F.W.S.R. van de Nieuwenhof". The main content area is titled "Enrolment items" and shows a list of enrollment items for the user's minor. The list includes a table with columns for Description, Code, Date, and Enrollment status. The "Buitenlandminor" (2557FMBUIT) is the only item that is "Enrolled".

DESCRIPTION	CODE	DATE	ENROLLMENT
Buitenlandminor	2557FMBUIT	01-02 until 31-08	Enrolled
Externe Minor	2557FMEXTN	01-02 until 31-08	Open
Acceleration Academy	24FMAA	01-02 until 31-08	Open
Accountable Concepting for Leisure Entertainment	225FMACALE	01-02 until 31-08	Open
Adaptive Robotics	43FMAR	01-02 until 31-08	Open
Age-Friendly Service Design	202FMAFSD	01-02 until 31-08	Open
Think and act differently; Care Innovation in the field	20FMMZVP	01-02 until 31-08	Open
Assistive High Tech	47FMASYS	01-02 until 31-08	Open