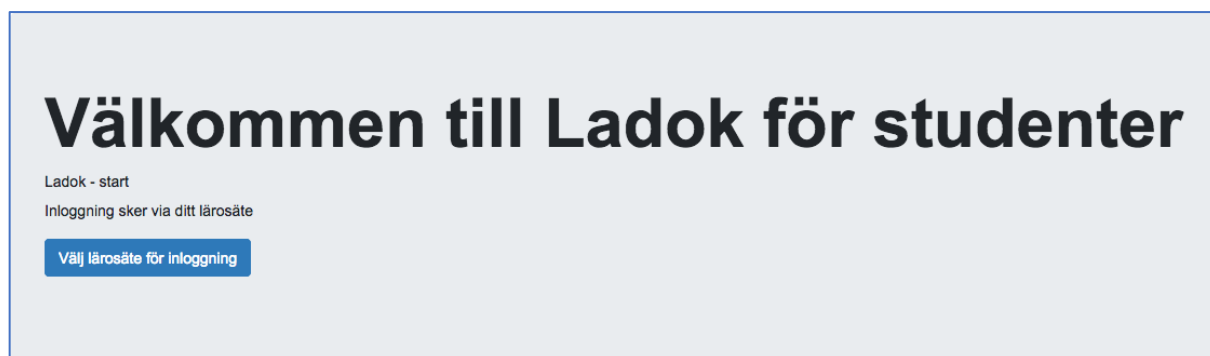




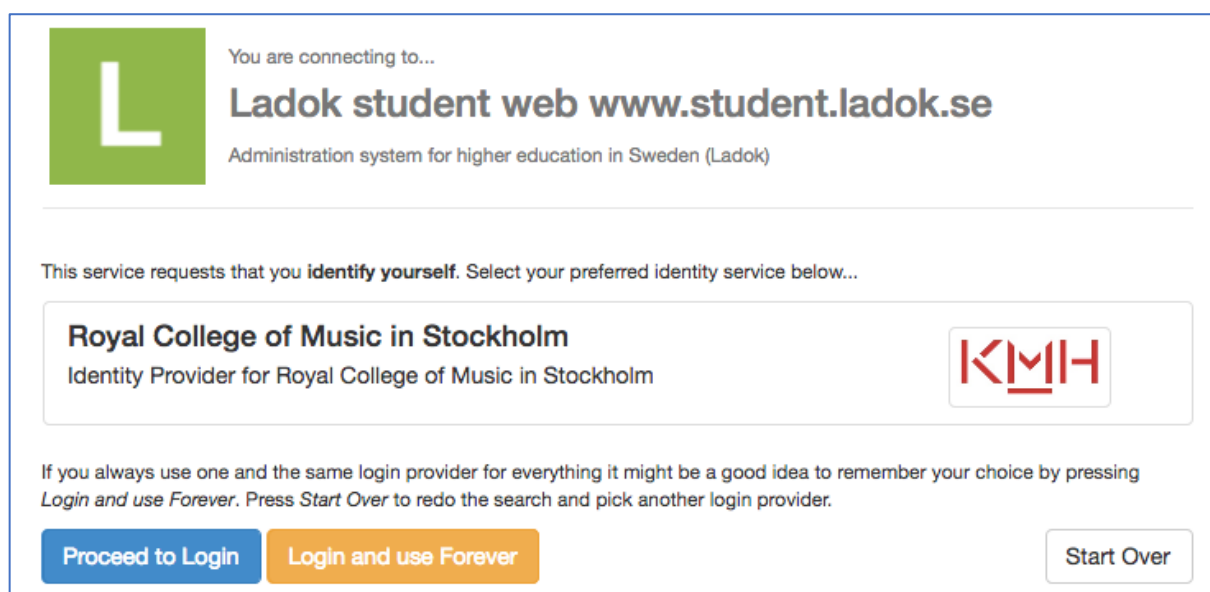
Ladok for students Registration manual

This is how you register for your courses at the start of each semester:

- 1) Browse to www.student.ladok.se



- 2) Look up "Royal College of Music" among available options and proceed to log in



- 3) Use your KMH account to log in (name.surname@student.kmh.se and your password). You need to accept the information transfer
- 4) You've come to your start page with an overview of what you're studying. Please register for all courses you'll be taking this semester

The screenshot shows a student portal interface with a navigation bar at the top containing: Current education, Completed education, Certificates, Qualification and certificate, and Cases. The main content area is titled "Current education" and is divided into three columns: CURRENT, UPCOMING, and UNCOMPLETED. The CURRENT column contains a message: "There is no current education". The UPCOMING column displays details for a "Bachelor's Programme in Classical Music | 180.0 hp", including a link to "Main Instrument 1, Bachelor, Classical Music | 35.0 hp | CG1301", the dates "2018-09-03 - 2019-06-09", the course code "CG101", the credit load "50 %", and the location "Stockholm". It also indicates the registration period "2018-08-20 - 2018-09-06" and includes a "Register" button. The UNCOMPLETED column contains a message: "Information about discontinued courses is not available right now." and "There is no uncompleted education".

- 5) Done – now you're a registered student!
Please have a look at your contact information under "My pages" at the top right hand corner. Change the information if it's outdated.
- 6) During your studies you can visit your ladok pages and print the certificates you need (transcript of records, study certificate) and once you are done studying you can apply for your degree!

Get in touch with us at the Student Affairs Office if you have questions!

studiecentrum@kmh.se