Registration for courses

[Suomeksi] [På svenska]

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How to register for courses – quick guide

1. In your primary study plan, click the code of the course in which you want to enrol to open the course info sheet.
2. Check what version is shown under the name of the course and update it to match the current academic year by clicking the arrow next to the version row. Remember to also click the "Use this version" link in the pop-up window in the upper portion of the screen
3. Go to the Completion methods tab and choose the method and the teaching you want
4. Click the Proceed to enrol link in the pop-up window at the top of the page
5. If there are several teaching groups for the course, choose the ones that suit you best
6. Click the Enrol button
7. Answer any compulsory questions
8. Click the Confirm button

You have now registered for the course. However, if the number of students is limited, your registration will not be confirmed until the end of the registration period. If the number of students is not limited, your registration will be confirmed immediately. An explanation of the different registration statuses appears in Status of your course registration in your study calendar.

Instruction how to change course version

1. In your study plan, click the code (name) of the course you want to change.
2. The info sheet opens. Click version: zzzz-xxxx under the name of the course.
3. A list opens and you can choose the current semester.
4. A blue banner appears in the top of the screen, confirm your selection from "Switch to this version".
Sometimes the banner might be under other banners, so click the other banners away until you find the right one.

Log in to Sisu by entering your Aalto username and password.

Go to the Structure of studies tab and create a personal study plan (HOPS) on Sisu. You do not need to fully complete your study plan at this stage if you will receive academic advising on the contents of your studies later. However, add all courses for which you want to register at this time to your primary study plan. Your primary study plan is the one which matches your right to study. By doing this, you ensure that the courses you complete will be entered into your records correctly. Bypass this step if you have already planned your studies on Sisu.

If you have already created a study plan during an earlier academic year and used it to register for courses, Sisu will automatically display old versions of courses. If no teaching is shown in the details of a course, go to the course info sheet and make Sisu display a newer version of the course. Bypass this step if your study plan is based on the degree structure template of the ongoing academic year.

Go to the page Study calendar. In the Study calendar, go to the Teaching not selected tab. There, select a completion method (class participation or an examination) for the courses for which you plan to register. Also select the actual implementation of teaching that you plan to attend.

Go to the Enrolment tab to register for courses.

After registering, you will see if you can be selected to participate in the course. Reload the page if necessary. If the number of students admitted to this implementation of the course is not limited and you meet the basic requirements, your participation in the course will be confirmed immediately.
7. After the registration period is over, check if you were selected for the course.

8. If you registered for a course through the course search function, remember to do these two things: 1) add the course in question to the study plan that matches your primary right to study and 2) select a method of completion for the course, i.e. the method you are going to follow to complete the course. By doing these two things, you ensure that you will be able to register for the course and once you complete it, it will be correctly entered into your records.

Registration for courses and the study calendar

Some of the vocabulary used on Sisu:

Implementation of teaching = a teaching event of a course, such as the lectures, exercises and the exam that make up a course. Sisu processes make-up exams as their own category of teaching events or ‘implementations of teaching’ in Sisu-speak.

Teaching = an umbrella term that refers to courses that have upcoming teaching events for which you can register.

Method of completion = the method you use to complete a course, such as class participation or an examination.

Study calendar = a tab on Sisu. Use the study calendar to plan your studies and register for courses.

Study plan = your personal study plan, HOPS.

Basic requirements for registration = the requirements you must meet to be able to register for a course. Note: In Sisu, registration for courses, teaching groups, examinations, etc. is called ‘enrolment’.

Enrolment selection criteria = the selection criteria that is used to set students in an order of priority in situations where it is necessary to select who gets to participate in a course.

Enrolments with direct confirmation = At Aalto University, students can register for the following types of courses and immediately receive confirmation that they will be admitted to the course: 1) courses with no limit on the number of students and 2) courses that continue throughout the academic term or year and for which students can register at any point of the academic term or year. Your registration for such courses is confirmed immediately as long as you meet the basic requirements.

Standard enrolment = At Aalto University, this method of registering for courses is used for 1) courses where the number of students is limited and 2) make-up exams. You will find out whether you were admitted to the course after the registration period is over. When it comes to make-up exams, everyone who needs to take the exam and fulfils the basic requirements is admitted to the exam.
Course info = the course information sheet on Sisu (this corresponds to the course description in WebOodi). The course information sheet contains information about the course and the methods you can use to complete it.

Degree structure = the structure of your degree programme. Your HOPS on Sisu is based on the degree structure.

Teaching group = for example, the lectures or exercise classes can be called teaching groups. If the students in a course are divided into several exercise groups, the groups are often numbered: e.g. H01, H02, H03 etc. (H stands for the word ‘harjoitus’ which is Finnish for ‘exercise’.)

Basic requirements for registration

At Aalto University, the basic requirements for registration for courses include (but are not limited to) the following:

1. You have a valid right to study at Aalto University.
2. You have enrolled as an attending student.
3. You have added the course for which you are registering to your primary HOPS, i.e. the HOPS which matches your right to study.

Individual courses may have other basic requirements that students must meet to register for them. To see the basic requirements, go to Course info and select the tab Completion methods. There, go to the section Teaching and select the form and dates of teaching in which you wish to participate. Now look for the Registration tab and the heading Compulsory requirements under it. You can see the basic requirements listed there.
Create a primary HOPS before registering for courses

You need to create a primary study plan (HOPS) in order to use the study calendar and register for courses. To create a HOPS, go to the Structure of studies tab. Open the My educations tab, select the degree programme for which you have a right to study, and then click on Create a plan. If this is the first HOPS you create, it automatically becomes your primary HOPS. If you already have created other study plans under the same right to study, you may set this HOPS as your primary one from the menu with three dots on the right.
Detailed instructions on creating a HOPS are available on the page Making a personal study plan (HOPS).

How to change the version of a course in your personal study plan (HOPS) before registering for it (in a situation where your HOPS follows the degree structure of the academic year 2020–2021 or another academic year before that)

If your HOPS on Sisu follows the degree structure of the academic year 2020–2021 or another academic year before that, the courses in your HOPS are the versions that were taught in that academic year. If you register for a course through the course search function, your study calendar will display the following notification: “You were not selected for the course because some requirements are not fulfilled. + Requirements: Course is included in the primary study plan”. Because the course is in fact included in your primary HOPS, this notification may seem confusing. What the notification means is that your HOPS does not contain the correct version of the course, that is, the version of the ongoing academic year. To fix this, change the version in your HOPS.

In addition, if you try to register for a course through your HOPS by opening the course info sheet without changing the version of the course first, the section Teaching under the Completion methods tab will not display any teaching dates and times (or ‘implementations’ in Sisu-speak) in the ongoing academic year. To make Sisu display the dates for the ongoing academic year, first make sure your HOPS includes the ongoing academic year’s version of the course. Then select a completion method by following the instructions below.

The academic year whose structure your HOPS follows is mentioned under the title of your HOPS.

In your HOPS, find the course you want to take. Click the course code to open the course info sheet.

Go to the Completion methods tab where you will not see any course dates or times in the ongoing academic year. Check the line below the course name to see what version it is (i.e. from which academic year). The same line works as a drop-down menu where you can switch to the version of the current academic year.
After you switch to the latest version of the course, the following banner will appear at the top of the page: You are viewing a version of the course that is not in your plan. Switch to this version. Click on the link Switch to this version.

**Note!** If Sisu is currently displaying other banners at the top of your HOPS (e.g. ‘The selection xx can be confirmed to your study right’ or any other banner), the banner about the course version may hide under them. Close the other banners by clicking on the X on the right to see the banner about the course version.

Now you will be able to select the **completion method** you want to use to complete the ongoing academic year’s version of the course. Click on the button **Select this completion method.**
After you have selected a completion method, you will be able to choose the dates when you want to attend teaching and go to your study calendar to register for the course.

### Adding courses to your study calendar through your HOPS – the recommended way

To summarise the way Sisu works: use your primary study plan (HOPS) in the Structure of studies tab to plan your studies, schedule your studies in the Timings tab and finally use the Study calendar tab to 1) select the actual dates and form of teaching you want to participate in and 2) register for it.

You can register for courses even without adding them to your study calendar. However, adding them to your study calendar will make it easier for you to see your upcoming courses. More detailed instructions on using the study calendar are available on the page Timeline.

The Study calendar tab includes a selection assistant on the right-hand side. The selection assistant contains three tabs: Teaching not selected, Enrolment and Finished and discontinued.
The **Teaching not selected** tab contains a list of courses that you have already put in your HOPS but not yet in your study calendar. They are listed by period, in the order in which you placed them in the **Timing** tab. If you have not scheduled the courses yet, they will be displayed as a single list instead of being listed by period.

The **Enrolment** tab displays all courses that you have already put in your study calendar. This includes both courses for which you have already registered and courses for which you still need to register.

The **Finished and discontinued** tab contains a list of courses that have ended or you have dropped.

If a course is going to be taught in the near future and you wish to register for it, do this:

Select the course on the **Teaching not selected** tab by clicking on the **Continue to selections** button.
Sisu will take you to the Completion methods tab in the course info. If there are several possible ways to complete the course, select the method you want to use. First click on the method of completion you want to use (e.g. method of completion 1) and then click on the button Select this completion method.

Having selected a method of completion, you can now select the actual form of teaching and dates you are going to attend by clicking on the Select button. Note: When you click Select, you are adding the teaching to your study calendar but you have not registered for the course yet!
The teaching you have selected to attend is now listed in the selection assistant, under the tab **Enrolment**. Go there to register for the course and select your preferred teaching groups. Read more in the section **Registration** on this page.

**Adding courses to your study calendar through search - the secondary way**

You can also use the search function to register for courses, although Aalto’s administrative staff does not recommend this. If you register for a course through the search function, the course in question is not added to your personal study plan (HOPS) and Sisu does not ask you to select a method of completion for the course. As a result, you may accidentally fail to fully complete the course.

Like the study calendar, the **Search** tab allows you to use the course info sheet to select courses. However, you still need to register for the courses through the **Enrolment** tab of the study calendar and add the courses to your HOPS through the **Structure of studies** tab.

Note: If you use the search function to register for studies, Sisu will first direct you to register for the course and only then ask you to add the course to your HOPS. However, if you add the course to your HOPS before registering for it, Sisu will display no notification at the top of the page to remind you to register. In this case, you need to go to the **Study calendar** tab to make sure that you have successfully registered.

When you use the search function to register for courses, the form of teaching and teaching dates are automatically added to the **Structure of studies** tab, to the panel called **Add to the plan** on the left-hand side. Go to the panel to add the teaching to your study calendar and to select a method of completion. You need to have added the course in question to your primary HOPS that matches your right to study. If you have not, you cannot select a method of completion and once you complete the course, it may not be entered into your records correctly.

To add the course to your HOPS, do this: Open the **Structure of studies** tab and go to the **Add to the plan** panel on the left-hand side. If you used the search function to register for a course, Sisu will also prompt you to add the course to your HOPS. The banner at the top of the page will display the following notification: “**Add the course to your plan and select a completion method. If necessary, also finish the teaching selections for this course.**” Click on the link in the notification to add the course to your HOPS.
To select the form and dates of teaching you want to attend, go to the **Add to the plan** panel, find the heading **Enrolments** and below it, click the blue arrow next to the teaching events you want to add to your calendar. Note: Even if a form and dates of teaching are listed under the heading **Enrolments**, this does not necessarily mean that you are registered for the course. Go to your study calendar to check that you have successfully registered. After you click on the blue arrow icon, Sisu will ask you to add the course somewhere in your HOPS. If the course in question is not part of the structure of your degree, you can only add it to a section where elective courses are allowed. If you need to add the course to a study module where it does not belong and where elective studies are not permitted, use the **free edit mode**. Go to the free edit mode, add the course to a desired study module and then apply for approval for this exception. More detailed instructions here.

After the steps above, you still need to confirm the location of the course in your HOPS. Do this in the selection assistant on the right-hand side. The selection assistant displays the course that you will complete by attending the teaching you just selected.

At this point, Sisu will also ask you to select a **method of completion** for the course. You need to choose the completion method that matches the teaching for which you have already registered. This is necessary to ensure that once you complete the course, it will be correctly registered in Sisu. As Sisu does not check that you have selected the correct method of completion, you need to make sure of it yourself.

**Registering for a course you have completed in a past academic year and you want to raise your grade**

If you have completed a course in a past academic year (e.g. 2020–2021) and you want to **raise your grade** by retaking the course or participating in its make-up exam in a coming academic year (e.g. 2021–2022), do this: Use the search function to find the course. Then follow the instructions above to register for it. Sisu will display an error message, saying that the course is not in your HOPS and you cannot register for it. This is because your HOPS contains a different version of the same course. When Sisu refuses to process your registration because the correct version of the course is not included in your HOPS, write to Student Services at studentservices@aalto.fi and ask them to confirm your registration for the course (if your registration is not prevented by other factors).

**Adding teaching to your study calendar directly from your HOPS**

In the study calendar, the **Enrolment** tab displays all courses you are going to attend (i.e. courses whose info sheets you have visited and selected the dates and form of teaching that suit you). You can also go directly from your HOPS to the course info by clicking on the code of a course.
In the course info sheet, go to the Completion methods tab and select the way you plan to complete the course. First click on the method of completion you want to use (e.g. method of completion 1) and then click on the button Select this completion method.

Having selected a method of completion, you can now select the actual form and dates of teaching that you are going to attend. Select them by clicking on the Select button. Note: When you click Select, you are adding the teaching to your study calendar but you have not registered for the course yet!

After you have selected the form of teaching you plan to attend, Sisu will prompt you to register for the course by displaying the following message at the top of the screen: Xxxx selected. Proceed to enrol. Click on the link Proceed to enrol. This will take you to the study calendar’s Enrolment tab. Use this view to register to attend teaching and select your preferred teaching groups.
Registration

After you have selected a what kind of teaching you will attend and when, you can register for the course. In the Study calendar, go to the selection assistant on the right-hand side and open the Enrolment tab. In this tab, select the course for which you want to register. You can filter the view based on the status of your registrations.

Selecting your preferred teaching groups and registration

Click the arrow icon on the right-hand side of a course to see its teaching groups and dates. If attendance in all teaching groups is mandatory, Sisu will automatically display them in your study calendar and you do not need to select a group when you register for the course.
If the course includes several teaching groups and students do not need to participate in every group, mark each group as suitable/non-suitable for you before you register for the course. To see the schedules of different groups, activate the **Show events in the calendar** button next to a teaching group. This will help you see whether the group meetings overlap with other courses and personal appointments in your calendar. Your calendar always displays the teaching groups for which you have registered and where your registration has been confirmed.

### Bioprocess Technology, Lectures 2.3.–30.6.2021
Lectures 2.3.2021–30.6.2021

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<tr>
<th>Lecture</th>
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<td>Tue</td>
<td>10.15–12.00</td>
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<td><img src="0" alt="A304 Ke2 – Chemical Engineering" /></td>
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### H01

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When you register for teaching groups that are not all mandatory, you need to mark each teaching group with one of the following options: **preferred group**, **suitable** or **not suitable**. The details of the course will tell you how many groups you need to select. You can also see how many students have already been admitted to each group and the total number of students that will be admitted.
Mark the groups that you would most like to attend as preferred group. Mark other groups that you are able to attend as suitable. If you do not prefer any groups over the others, simply mark all groups that are able to attend as suitable. Sisu aims to assign you to your preferred group(s). If this is not possible, Sisu will assign you to the group(s) you have marked as suitable. The options preferred group and suitable have an equal weight when Sisu is determining the order of priority between students who have registered for the course. In other word, if one student has marked all suitable groups as preferred groups and another has marked all suitable groups as suitable, Sisu does not give precedence to either student when assigning them to groups.

Sometimes you may need to select multiple groups and their number is given as a range. For example, you may need to select 1–3 exercise groups. In this case, you always have to mark one or several groups as your preferred groups because this will determine the maximum number of groups to which you will participate. For example, if you want to participate in three groups, mark three groups as your preferred groups.

Mark the groups that you cannot attend as not suitable. Sisu will not assign you to these groups. If you mark a group as not suitable and there is no room for you in your preferred or suitable groups either, you will not be able to participate in the course. In other words, you should mark groups as not suitable only if they absolutely do not fit your schedule.

After making the necessary teaching group selections, click on the Enrol button at the bottom of the registration box. If you have more than one right to study, the step where you confirm your registration will ask you to specify which right to study you are using to register for the course. The right to study you select at this point will have an effect on the basic requirements that you need to meet to register for the course. It will also affect the enrolment calculation criteria that will determine who will be admitted to the course. The criteria are described in the course information sheet which you can find at the bottom of the registration box. (For further information, see the definition of ‘enrolment calculation criteria’ at the top of this page.)
If the course includes enrolment questions, you need to answer all compulsory questions before you can confirm your registration for the course. The maximum length of each answer is 8,000 characters.
Click **Confirm** to confirm your registration.

After you confirm your registration, Sisu will display a notification banner at the top of the study calendar to let you know that your registration was received. This does not yet mean that you are admitted to the course or that you are even a candidate to participate in the course. After Sisu receives your course registration, it will check the enrolment calculation criteria and the basic requirements of the course. Based on this data, Sisu will determine whether you can be admitted to your preferred study groups.

This usually takes about a minute after Sisu receives your registration. While this calculation process is ongoing, the **Enrolment** tab of the study calendar displays a question mark next to the teaching you selected and the following notification: **The status of your enrolment has not been calculated yet.** After the page refreshes, you will see whether you met the basic requirements and whether you are likely to be admitted to a teaching group based on Sisu’s preliminary calculations.

**Different types of registration**

If the course uses **standard enrolment**, the study calendar displays an estimate of whether you would be admitted to the course if the registration period ended right now. The situation may still change if another student who meets the admission criteria better than you registers for the course. You will know whether you will be admitted to the course only after the registration period is over. Check your study calendar after the registration period ends to find out if you were admitted.
When **standard enrolment** is in use, your admission to the course does not depend on how early you register. Sisu places all registered students in an order of priority based on the enrolment calculation criteria of the course. If several students are equally suitable to participate but there is no room in the course, Sisu will draw lots between them.

At Aalto University, **standard enrolment** is used for teaching where the number of students is limited. It is also used for make-up exams. However, everyone who needs to take the exam and fulfils the basic requirements will be admitted to the exam.

If a course uses **enrolment with direct confirmation**, you will be admitted to the course immediately upon registration if you meet the basic requirements. At Aalto University, enrolment with direct confirmation is used for the two types of courses: 1) courses with no limit on the number of students and 2) courses that continue throughout the academic term or year and for which students can register at any point of the academic term or year.

Courses that use **standard enrolment** may also be open for **late enrolment** if the actual registration period ended without all teaching groups becoming full. **Late enrolment** works like enrolment with direct confirmation: if you meet the basic requirements of the course, you will be admitted to the course immediately upon registration.

The study calendar displays the status of your registration. Read more about the different statuses below in the section [Status of your course registration in your study calendar](#).

### Updating a course registration

You can edit your answers to the enrolment questions and change the teaching groups you selected while the registration period is still ongoing. To do this, click on the **Update enrolment** button. If you want to change your preferred teaching groups before the registration period ends, first edit your preferences next to each group and then click on **Update enrolment**.
If the course uses enrolment with direct confirmation and you would like to edit your study group choices, cancel your registration for the course and re-register.
If the details of the course implementation permit, you can change your study group choices without cancelling your registration, even after you have a confirmed spot in the course.

If it is possible to edit study groups, you can see a button Edit study groups in the details of the implementation in the study calendar.

The button opens a module showing in what study groups you have been confirmed. You can also see your options for changing your study groups.

According to the rules for the selection group, you can switch to those study groups that have places available (see the Confirmed/Spots column). If you try to make choices that conflict with the rules, a Sisu warning appears, Selection is against the rules.

When your changes are compliant with the rules, you can Save your changes.

A green banner then appears, Edit of groups was successful.

Switching your study group is successful if the group you chose had room enough in it at the moment the information is saved. This means that even if it your attempt to change to a different group was successful, it may in fact have failed if changes happened to occur during the interval. For instance, someone else may have switched groups at the same time. In such cases, a system error appears: The student selections cannot be carried out because there aren't enough available spots in the groups preferred by the selected students.

NOTE: You cannot edit your choice of groups when the final calculation is underway (i.e. the registration period has ended, but registrations have still to be confirmed and the registration status reads Enrolment is being confirmed.)

Status of your course registration in your study calendar

If you have added the teaching events of a course to your study calendar without registering for the course, the calendar will display a notification of missing registration. Sisu will also display a notification about courses that have ended. You can safely delete such courses from your calendar. Teaching events for which you cannot register yet (as the registration period has not begun) are also marked with a notification.
If you have registered for a course where the number of students is limited and which uses standard enrolment, Sisu displays an estimate of whether you will have a spot in the course while the registration period is ongoing. The statuses of your course registrations are automatically updated once a day. This preliminary estimate will be displayed until the course participants are selected. The situation may change at any point during the registration period as other students register for the course, edit their preferred teaching groups or cancel their registration.

Your calendar may display the following registration statuses when the course in question uses standard enrolment:

<table>
<thead>
<tr>
<th>Status of your course registration in your study calendar on Sisu</th>
<th>Further information about this registration status</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have enrolled. The enrolments have not been confirmed + If the enrolment period ended now, you would be selected.</td>
<td>The registration period for this course is still ongoing, and the registration results have not been confirmed yet. If the period of registration ended right now, you would be admitted to the course.</td>
</tr>
<tr>
<td>You have enrolled. The enrolments have not been confirmed + If the enrolment period ended now, you would not be selected.</td>
<td>The registration period for this course is still ongoing, and the registration results have not been confirmed yet. If the period of registration ended right now, you would not be admitted to the course.</td>
</tr>
<tr>
<td>You have enrolled. The enrolments have not been confirmed + Requirements are not fulfilled. You cannot be selected for the teaching. + The requirements that are not fulfilled: xxxx</td>
<td>The registration period for this course is still ongoing, but you do not fully meet the requirements of the course. However, you can remedy the situation and fulfill the missing requirements if you are able to. For example, if you have forgotten to enrol as an attending student at the university, you can fix this by enrolling.</td>
</tr>
<tr>
<td>The enrolment period has ended. + You were not selected for the course because some requirements are not fulfilled. + The requirements that are not fulfilled: xxxx</td>
<td>The participants of this course have been selected and confirmed. You did not meet the requirements to take the course.</td>
</tr>
<tr>
<td>The enrolment period has ended. + You were not selected to the teaching.</td>
<td>The participants of this course have been selected and confirmed. There was no room for you in the teaching groups you selected.</td>
</tr>
<tr>
<td>Your enrolment has been confirmed. Teaching is ongoing.</td>
<td>The participants of this course have been selected and confirmed. You were admitted to the course, and the course has already begun.</td>
</tr>
<tr>
<td>Your enrolment has been confirmed.</td>
<td>The participants of this course have been selected and confirmed. You were admitted to the course, and the course has already ended.</td>
</tr>
</tbody>
</table>

Late enrolment works like enrolment with direct confirmation: if you meet the basic requirements and there are free spots in the course, you will be admitted to the course immediately upon registration.

Your calendar may display the following registration statuses when the course in question uses enrolment with direct confirmation or late enrolment:

<table>
<thead>
<tr>
<th>Status of your course registration in your study calendar on Sisu</th>
<th>Further information about this registration status</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have already enrolled. + A question mark and the following text: The status of your enrolment has not been calculated yet.</td>
<td>Reload the page to see the status of your course registration. This will take a few seconds.</td>
</tr>
<tr>
<td>Some requirements are not fulfilled.</td>
<td>If you do not meet all the requirements to participate in the course, Sisu will notify you of it while calculating the status of your registration. You can re-register for the course if your situation changes so that you meet the requirements (e.g. you enrol as an attending student).</td>
</tr>
</tbody>
</table>
Your enrolment has been confirmed. This status may be displayed before the actual teaching events of the course begin. If you registered using enrolment with direct confirmation, you can cancel your registration if the registration period has not ended or if the course has not yet begun.

Your enrolment has been confirmed. Teaching is ongoing. If you used late registration, you can cancel your registration for as long as the extended enrolment cancellation period is still ongoing. If you registered using enrolment with direct confirmation, you cannot cancel your registration after the course has begun. Instead, you have to drop the course.

The enrolment period has ended. + You were not selected for the course because some requirements are not fulfilled. + The requirements that are not fulfilled: xxxx You can delete the teaching events from your calendar.

When the registrations have been confirmed, the group you are in is marked with a green check mark.

Cancelling a registration and dropping a course

You can cancel your registration while the registration period is still ongoing. After you cancel, you can delete the teaching events from your calendar. If the registration period has ended, you can no longer cancel your registration (unless the course in question has an extended cancellation period). In this case, the only way to leave the course is to drop the course, or in other words, to discontinue your participation in it. Note: if you drop a course, you cannot re-register for it yourself. If you wish to register for the course again, you need to contact the teacher.

If you have registered for a course using standard enrolment, you can drop the course if the following three conditions are met: 1) your participation in the course had been confirmed, 2) the teaching of the course has already begun and 3) the potential extended cancellation period has already ended. If you have registered for a course using enrolment with direct confirmation, you can drop the course after its teaching has begun.

To drop a course, click on the Discontinue participation button at the bottom of the registration box. Sisu will open a smaller window to remind you that you will not be able to re-register for the course if you drop it. After you confirm your decision to drop the course, Sisu moves it to the Finished and discontinued tab of your study calendar. You can now delete it from your calendar. When you drop a course, its teaching events are automatically removed from your calendar. Note: if you discontinue your participation in a course on Sisu, your status in the MyCourses workspace of the course also changes to ‘inactive’.

Course registration and access to MyCourses

As soon as your course registration has been confirmed on Sisu, you will be given access to the MyCourses workspace of the course. If you have selected an examination as the method you will use to complete the course, you will be given access to the MyCourses workspace immediately upon registration if you fulfil the basic requirements for registration.

Viewing the enrolment selection criteria

To view the student selection criteria of a course, go to the course info. On Sisu, these criteria are called enrolment selection criteria. If any enrolment selection criteria apply, they are listed in the course info: Open the Info tab, go to the heading Description and find a field called Additional information. This is the primary source for information on enrolment selection criteria.
Some criteria may also be listed elsewhere. In the Course info, in the Completion methods tab and its section called Teaching. Go to this section and click on the teaching for which you plan to register. Then go to the Enrolment tab and find a heading called Organizing selection criteria. Some criteria may be listed under this heading. However, this section may not show all criteria that restrict the admission of students to this course. This is why you should always preferably check the enrolment calculation criteria listed in the Info tab under the heading Additional information.

**Viewing the courses for which you have registered**

You can see all courses for which you have registered in your personal information in the Course enrolments tab and Study calendar tab.

**Course enrolments**

<table>
<thead>
<tr>
<th>Study rights</th>
<th>Course enrolments</th>
<th>Completed credits</th>
<th>Applications and requests</th>
<th>Groups</th>
<th>Payments</th>
<th>Personal information</th>
</tr>
</thead>
<tbody>
<tr>
<td>My profile</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
<th>ENROLMENT STATUS</th>
<th>PART OF THE COMPLETION METHOD</th>
<th>TEACHING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test course 2</td>
<td>6</td>
<td>Confirmed</td>
<td>Participation in teaching</td>
<td>Lectures</td>
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<td>Participation in teaching</td>
<td>Lectures</td>
</tr>
</tbody>
</table>

**Study Calendar tab**
The green banner (on the upper part of the page) reads ‘Enrolment successful’ immediately after the student is registered in the course. If there is no limit on the number of course participants, the selection assistant shows the course status as ‘Enrolment confirmed’; if there is a limit, the status is ‘Enrolment done’. (You can check the status by using the filter switches on the selection assistant and setting a limit, then seeing if the course appears among the alternatives offered.) Your enrolment has been confirmed’ appears beside the course. If a limit has been set on the number of participants, an estimate appears below showing the student’s chances of getting into the course.

Creating appointments in your study calendar

You can create appointments and events (including recurring events) in your study calendar. To add an appointment, click the button Add your own note in the calendar view. Save the note to make the appointment or series of appointments visible in your calendar.

Sharing appointments to an external calendar

You can synchronise your study calendar with the Office 365 web calendar to add your personal appointments and teaching events to it. How often updates are sent from your study calendar to Office 365 depends on Office 365.

To synchronise your calendars, click on the Export into external calendar button in the top right corner of your study calendar. The following window will appear:

```
Export into external calendar

You can export your study calendar events to another calendar by using the address below.

https://sis-aalto-test.funidata.fi:443/ilmo/api/calendar-share/35e7161b-4ab8-4a4c

COPY
```