



# LAND OF THE CURIOS

A close-up, high-contrast photograph of dark green fern leaves with visible veins, serving as the background for the text. The lighting is dramatic, with strong highlights on the leaf edges.

ORIENTATION - SPRING SEMESTER 2026

# COURSE ENROLMENTS

For Incoming Exchange Students

Marjut Summanen

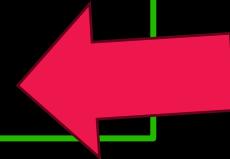
Coordinator

LUT International Mobility Services

[incoming@lut.fi](mailto:incoming@lut.fi)

The slides will be available in [elut.fi](http://elut.fi)

- Starting studies
- Exchange students starting information
- Orientation materials and videos –  
Exchange students



The presentation/demonstration part of this session will be recorded and published in eLUT.

Your cameras and microphones are disabled, but you can ask questions at the chat.

At the end of the session, there will be time for questions and I will enable you to unmute your microphones as well, if needed.

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**CONTENT**

- » Coordinator for incoming exchange students
- » Study counselling and changing your LA
- » Sisu – student information system
- » Course registrations
  - » A demonstration in Sisu
  - » Possible errors etc.

## ■ COORDINATOR FOR INCOMING EXCHANGE STUDENTS

Marjut Summanen

Coordinator

LUT International Mobility Services

[incoming@lut.fi](mailto:incoming@lut.fi)

- »» Feel free to address me by first name!
- »» Easiest way to reach me is via email. You can also request a meeting time (on Lappeenranta campus or online).
- »» I try to be on campus on Tuesdays and Thursdays, so you can pop in and ask for me from 12-15 (room 2324).
- »» Whenever you need me to sign a document, please prefill it as far as you can. **All** signatures can be handled via email.

## LEARNING AGREEMENT

- » Please note that the Learning Agreement is NOT a course registration. It does not guarantee you a spot on the course or that the courses you have chosen do not overlap.
- » Sometimes you need to change your Learning Agreement during the course enrolments (if for instance a course has been deleted, a course is already full, the timetables are overlapping etc.)
- » If you need to choose a new course that is not in your Learning Agreement:
  - » 1. Choose a course from the [course catalogues for exchange students](#).
  - » 2. Enroll on the course before the registration closes (Mon 5th 23:59)
  - » 3. Make sure from your home institution that the change is acceptable
  - » 4. Check from the LUT incoming coordinator that the change is acceptable: [incoming@lut.fi](mailto:incoming@lut.fi)
  - » 5. After the registration has closed and your course enrolments are confirmed, change your Learning Agreement to match your enrolments and have it signed by your home institution and LUT.
- » If your home institution uses EWP for online LAs, please inform me that your LA is waiting to be signed, if I have not noticed it within two weeks.
- » You can upload the updated LA to LUT Mobility-Online or send it to [incoming@lut.fi](mailto:incoming@lut.fi)

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# SISU & COURSE REGISTRATIONS

# ACADEMIC CALENDAR & COURSE REGISTRATIONS

## SPRING SEMESTER 2026 periods 3 and 4

3rd teaching period, weeks 2 - 8	7.1. – 20.2.
Exam and intensive week, week 9	23.2. – 27.2.
4th teaching period, weeks 10 – 16	2.3. – 17.4.
No instruction (Easter)	3.4. – 6.4.
Exam weeks, weeks 17 - 19	20.4. – 8.5.
Intensive weeks, week 20 - 22	11.5 – 29.5.
<b>SUMMER SEMESTER 2025</b>	1.6.–31.7.

### » Deadlines for course enrolment:

- » Period 3: Monday, January 5<sup>th</sup> at 23:59
- » Period 4: Monday, February 23rd at 23.59.
- » Registration for courses arranged during the intensive weeks ends a week before the start of the intensive week, on Mondays.
- » Remember to register for the exams separately – in time (a week before)!
- » <https://elut.lut.fi/en/completing-studies/examinations/registration-exams-and-mid-term-exams>
- » <https://elut.lut.fi/en/completing-studies/planning-your-studies/student-calendar>

# — LATE COURSE REGISTRATIONS

- Once the registration deadline is over you can no longer enrol to courses in Sisu
- If you missed the registration deadline and would like to join a course you need the **lecturer's approval**
  - contact the lecturer directly and ask permission to participate and late registration
  - contact [incoming@lut.fi](mailto:incoming@lut.fi) to confirm it is okay for you to take this course
  - after the approval of both, contact Student Services to enrol
- Note!** For each late course enrolment, **a fee of 10 euros per course will be charged.**
  - The fee is not collected from new students and exchange students in **the first period of their studies**



Instructions for late enrolment in eLUT <https://elut.lut.fi/en/current-topics/late-enrolment-courses>

## — DROPPING A COURSE

- If you have registered for a course and do not complete it, you must suspend the completion of the course in Sisu. You can withdraw from the implementation when the registration period has ended.
- If a student who has completed the study attainments required for passing decides to drop the course, the course will still be assessed.
- See eLUT for further information <https://elut.lut.fi/en/it-instructions-and-study-tools/sisu/sisu-instructions/registration-courses-and-exams-sisu/cancel>
- Dropped courses will not show in your transcript.
- Please note that most courses can be completed only once during the academic year.

## — TIMETABLES IN SISU OR IN TIMEEDIT

- »» Sisu → Create a personal study plan → Study calendar → Show events in the calendar
- »» eLUT → Completing Studies → Planning your studies → Timetables
  - »» Direct link to TIMEEDIT: <https://cloud.timeedit.net/lut-saimia/web>
  - »» Note that some of the language courses' timetables might show only in TIMEEDIT

## ■ TIPS AND NOTES

- » Do not use your browser's translator in Sisu or any LUT site! The translations are likely to be incorrect and thus, they will lead you astray.
- » LUT data systems (including Sisu): you can change the language to English (FI – EN).
- » Some Sisu instructions may apply to degree students, but not exchange students – bear this in mind when you read about Sisu or watch the instruction videos!
  
- » One more time: if you have any questions, please do not hesitate to contact me at [incoming@lut.fi](mailto:incoming@lut.fi)! I'm happy to help you and if I cannot give you the answer, I can guide you further ☺

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# SISU DEMONSTRATION

<https://sisu.lut.fi/student/login>

# DISCLOSURE OF INFORMATION IN SISU

- » Visit your profile in Sisu to choose which information you allow to be disclosed:
  - » For instance, if the LUT Library or the Student Union LTKY can see your information

My profile -> Personal Information -> scroll down to see Disclosure of Information -> Edit

## Disclosure of information

EDIT

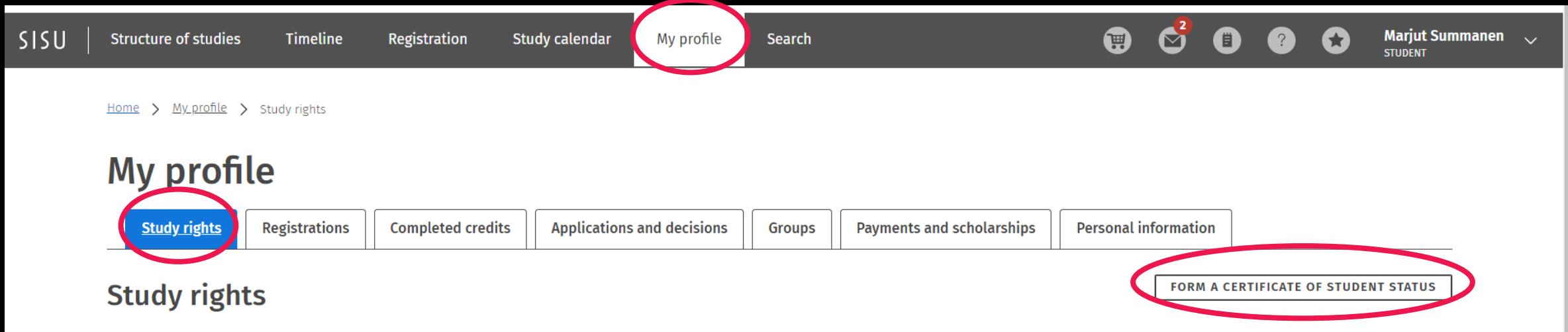
*Your information will only be disclosed for authoritative purposes as defined by law and for the purposes you have accepted.*



You have not yet defined whether your information can be disclosed for the following purposes:

- Information on graduation
- LUT Library customer database
- Database for Student card
- Employers for recruitment purposes
- Information to Student union of LUT
- Sending transcript of records by e-mail
- LUT electronic telephone directory in intranet

## Attendance certificate / Certificate of Student Status in Sisu



SISU | Structure of studies   Timeline   Registration   Study calendar   **My profile**   Search

Home > My profile > Study rights

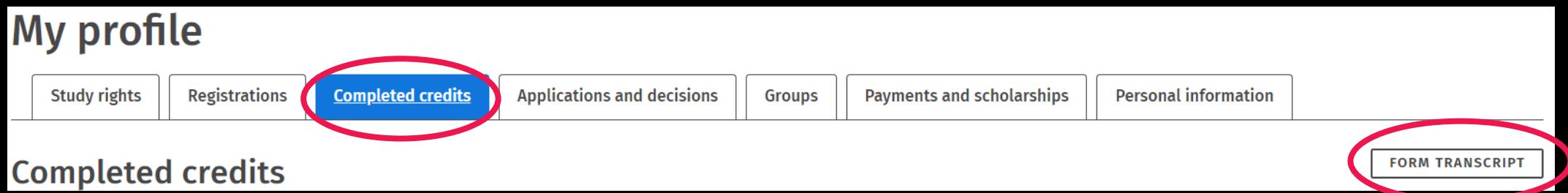
### My profile

**Study rights**   Registrations   Completed credits   Applications and decisions   Groups   Payments and scholarships   Personal information

#### Study rights

FORM A CERTIFICATE OF STUDENT STATUS

## Official Transcript of records in Sisu



My profile

Study rights   Registrations   **Completed credits**   Applications and decisions   Groups   Payments and scholarships   Personal information

#### Completed credits

FORM TRANSCRIPT

## — COURSE REGISTRATION IN SISU

- » Before enrolling on courses, you must create a personal study plan. Add the courses you are planning to take (see from your Learning Agreement).
- » The course you want to enroll on must be in your primary study plan.
- » Course enrolments can not be done via the “search” function!

## ■ STEPS IN THE COURSE ENROLMENT

- » Start from the tab "Structure of Studies"
- » Add the courses to your plan by clicking the titles and choosing the correct components from the selection panel on the right.
- » Click the course code.
- » Choose the tab "Completion methods" and choose the completion method and implementations you want to enrol on by clicking "select".
- » Move on to the tab "Registration"
- » Click on "register" and then "confirm" for all of the implementations you want to enroll on.
- » Remember the possible error situations (slides 18-19)

## AFTER THE REGISTRATION

- » After you click on “REGISTER” and “CONFIRM”, the course will appear under the titles “Registration(s) being processed” or “Registration processed”.
- » Registration processed
  - » The registration/enrolment has been either confirmed or rejected (this will be shown)
- » Registration(s) being processed
  - » Whether or not you are accepted on the course will be confirmed after the registration period closes.
    - For some courses this is done automatically by Sisu, and you can see if it has been confirmed on Saturday morning.
    - For some courses teachers need to manually accept enrolments. There is no specific deadline when the enrolments are confirmed.

## — EXCEPTIONAL CASES

- » If a course has another LUT course as **a mandatory prerequisite**, Sisu will reject your course enrolment as you have not completed the required course.
- » Please assess if your previous studies meet the prerequisites.
- » If you think you meet the prerequisites, and the course has been accepted to your Learning Agreement, send an email to [incoming@lut.fi](mailto:incoming@lut.fi) and I'll ask the student services to confirm your enrolment.
- » Remember to mention the name/code of the course!

## — OTHER POSSIBLE ERRORS AND WHAT TO DO

- » The course you are trying to enroll to is not in your **primary study plan**.
  - » Check that the course is in your study plan and that the study plan is marked as primary plan.
- » You tried to enroll using the search function.
  - » Enroll from the tab "Registration"
- » The course is already full.
  - » You can try to ask the teacher if they still allow you to be added on the course. However, they may not agree, so consider finding some other course instead.

## — FURTHER QUESTIONS?

- » Ask help from your tutor
- » Meet the Student Exchange Coordinator for Exchange Students
  - » Monday, Jan 5<sup>th</sup> at 10:30-12 (room 1316)
  - » Monday, Jan 5<sup>th</sup> at 15:16:30 (room 1247)
- » [incoming@lut.fi](mailto:incoming@lut.fi)

# LINKS AND HELP

[Course selection for exchange students \(lut.fi\)](#)

[Enrolments to courses](#)

[Registrations to exams and mid-term exams](#)

Problems with course registrations or exams or grades? Contact [opinto@lut.fi](mailto:opinto@lut.fi).

Technical questions/problems about Sisu? Contact [sisuhelp@lut.fi](mailto:sisuhelp@lut.fi).

Course selection issues? Contact [incoming@lut.fi](mailto:incoming@lut.fi).

General IT issues? Contact [Student.ITHelpdesk@lut.fi](mailto:Student.ITHelpdesk@lut.fi).

## SISU LINKS

- » [Sisu Instructions](#)
- » [Personal Study Plan – PSP \(eLUT\)](#)
- » [Creating PSP \(eLUT\)](#)
- » [Registration to courses and exams – Sisu \(eLUT\)](#)
- » [Registration to implementations via PSP - Sisu](#)
- » [Discontinue the course – Sisu](#)
- » [Q & A – Sisu](#)



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**University**