



INSTRUCTIONS ON HOW TO ENROL FOR COURSES VIA WINHAWILLE

Enrolment

Each student must enrol for all study courses (compulsory, free electives, intensive, virtual and distance studies). Enrolments are made for the whole fall/spring term.

How to enrol?

USE THE INTERNET

Timetables can be found at: -> timetables -> choose the campus you study at. Choose Timetables spring 2011. On the same website you can also find an excel-timetable for spring 2011 including the courses of all Helsinki campus' (Haaga, Malmi, Pasila and Vallila). From this excel-timetable you can search for the study courses you need and also see when the last updates have been made.

Autumn term 2011 begins 15.8.2011 and ends 16.12.2011.
Autumn 2011 lessons will be during 22.8. - 16.12.2011.

Intensive week: 15. - 19.8.2011
4th period: 22.8. - 14.10.2011
Intensive week: 17. - 21.10.2011
5th period: 24.10. - 16.12.2011

Make sure that you first enrol for all the compulsory study courses. After that you can choose which free-elective, intensive, virtual or distance studies you would like to attend. All Helsinki campus' study courses for the term can be found in the Helsinki campus excel-timetable.

When enrolling, make sure that you enrol for the right course. Double-check from your group's timetable that the course code including the implementation number is correct (e.g. RMB2RB008B-1).

WINHAWILLE

Sing in to WinhaWille with your username and password
(username = 7 digit student number, password = the password you have chosen)
If you have forgotten your username or password or both, or you haven't yet received your WinhaWille user account, please contact Student Affairs Office.

Choose ENROL -> IMPLEMENTATION

Department: choose Haaga campus

Group: if you have a group, choose it (e.g. RB2C), this information makes it easier to find the right courses.

Do NOT fill in all the search criteria fields, use only Department and Group.

When enrolling for free electives or virtual courses or courses from another campus (course which aren't listed for a specific group), just choose the right Department (campus). If you wish, you can write the course code in the right field. Write only the course code, without the implementation number and use % at the end. E.g. if the course is RMB2RB008B-1, write in the Study code field: **RMB2RB008B%** .

example... ENROLMENTS

Department	<input type="text" value="Haaga campus"/>
Study code	<input type="text"/>
Study type	<input type="text"/>
Study name	<input type="text"/>
Date	<input type="text"/> - <input type="text"/> (dd.mm.yyyy)
Periods	<input type="text"/> - <input type="text"/>
Pgrm responsible	<input type="text"/>
Group	<input type="text" value="RB2C"/>
Lecturing language	<input type="text"/>
Study method	<input type="text"/>
Including virtual education	<input type="checkbox"/>
	<input checked="" type="radio"/> order by name
	<input type="radio"/> order by date
	<input type="button" value="Search"/>

Press SEARCH

Make sure that you enrol for the right 9-digit study course and that the implementation number after the minus mark is also correct (e.g. RMB2RB008B-1). Choose the EXACT SAME CODE as shown in the timetable. (RCO2RB006E-1 is **NOT** the same as RCO2RB006E-2)

Click the checkbox in front of the name of the study course. On the same row you can see the number of students already enrolled for that course, the maximum number of students accepted to the course, the ects credits and the dates of the implementation as well as the organizing campus.

Once you have ticked all the boxes for the compulsory studies you need to choose, press CONFIRM. If you wish, you may also enrol for other than compulsory courses at the same time. After confirming your enrolment you will see a list of the studies you have chosen. From this list you can also see what your status is for the study courses (what is your enrolment number and the max participants for that course). (See example below)

example
ENROLMENTS

chosen/total 3

You have enrolled on to the following implementations:

Study name and code	Credit value	Period	Department	No/Max
OSA Labour Law (RMB2RB008B-1)	3op	19.1.2009-20.3.2009	HAAGA	23/35
OSA Research Methods (RMB2RB008D-1)	3op	30.3.2009-22.5.2009	HAAGA	20/24
OSA Accommodation Business (RPB2RB007E-1)	3op	19.1.2009-20.3.2009	HAAGA	1/40

How do I delete an enrolment made by mistake?

Enrolments can be deleted by going to "ISP", searching for "ENROLMENTS" and clicking the checkbox in front of the course and pressing Delete.

The last time to delete enrolments is December 14th 2009 at 4pm.

What if you can not find the course you want to enrol for?

Contact Student Affairs Office tel. 0400-230401

Enrolment is confirmed by being present at the first lesson. If due to an illness or such, a student is unable to be present at the first lesson, he/she must confirm the enrolment directly to the teacher **BEFORE** the first lesson. If a student has enrolled for a course but fails to be present at the first lesson and has not informed the teacher of his/her absence, the enrolment may be deleted and the seat will be given to the first student in the waiting list, if there is one.