Check your home campus from your acceptance letter and select courses from the course list of your home campus. Course information is available on our website www.haaga-helia.fi/exch -> Studies.

Course descriptions are available at www.haaga-helia.fi by using the main search tool of our website (on top right of the site).

**HOW TO MAKE YOUR TIMETABLE**

Make sure that your courses do not overlap!

Go to https://lukkarit.haaga-helia.fi/#

There are three tabs in the system:

1. SEARCH: Search for courses you wish to select for your timetable,
2. SCHEDULE: View the schedule of your selected courses,
3. SETTINGS: You can save your timetable, but you will be able to do this only once you have the username and password for our systems.

**SEARCH TAB: Search for courses you wish to select for your timetable**

1. Go to the left toolbar and select (see the picture below)
   a) **Search**: By group ID
   b) **Search word**: EXCH
   c) Press search

2. Go to the toolbar on the top and select (see the picture below)
   a) **Office**: Your home campus at Haaga-Helia (check this from your acceptance letter)
   b) **Study starting**: Next autumn/spring
   c) **Please do not select language**!
   d) **ONLY PASILA/MALMI CAMPUS**: The search tool shows max 100 courses. Pasila/Malmi campus has more than 100 courses. In order to see all the EXCH courses at Pasila/Malmi, please select also the degree **programmes**:
      Pasila & Malmi campus, Business: GLOBA, HELI, ASSI, MUBBA, MYYNTI, FINA (you can select courses from all these programmes)
      Pasila campus, Information Technology: BITE, HETI (you can select courses from all these programmes)
3. A list of courses available for exchange students at your campus appears.

4. You can search for course descriptions at www.haaga-helia.fi by using the main search tool of our website (on top right of the site). Search courses with the name of the course or with course code.
5. Select courses to your timetable by clicking the + icon (see the picture below)
SCHEDULE TAB: View the schedule of your selected courses

1. **Open the calendar**: Some courses last for one period, some two.
   - Autumn semester: **1. period** Aug-Oct, **2. period** Oct-Dec
   - Spring semester: **3. period** Jan-Mar, **4. period** Mar-May

2. Go through all the weeks until 17 May 2019 to see that no courses are overlapping (check period 1 and 2).

3. Please note that the virtual courses will not appear in the schedule, as they do not have any contact teaching.
If the courses overlap, go back to SEARCH TAB and change your course selection.

1. Go to the left toolbar and Press search again
2. Click the selected courses you wish to remove from your timetable by clicking the grey icon (see the picture below)
3. Add new courses
4. Check your timetable at the schedule tab