Orientation for exchange students

Heikki Lokki
CS Department
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Administration

- Departmental coordinator
  - Heikki Lokki
  - Room B227 (Exactum)
  - heikki.lokki@cs.helsinki.fi
  - mobile: 050 5525 422
- My responsibilities
  - Your study plans
  - Department-level (only) bureaucracy
    - Signing and stamping forms
  - Institutional coordinators – University main building
downtown (Unioninkatu 33)

Starting your studies

- Activate your CS account to use the department's computers
- Check your study plan
- Enrol to courses
  - CS department uses the ilmo system
  - Mathematics and statistics dept. uses WebOodi
- Enrolment for period III has already started and it is possible until the end of the first week of the period (17.1.)
  - Teaching starts on Monday 13.1.!
- Enrolment for period IV starts 18.2. (9:00)
Activating your Computer Science account

- Note – you have two accounts: university (AD) and computer science department (CS)
- To activate your CS account
  - Logon to [http://www.cs.helsinki.fi/activate](http://www.cs.helsinki.fi/activate) with your university username and password
  - The system will ask you to set a password for your CS account (at least 12 characters)
- The university and CS usernames are the same
- Later on, to change the CS password, go to [https://www.cs.helsinki.fi/passwd](https://www.cs.helsinki.fi/passwd)

Important links


In case of changes...

- Study plan
  - Check first from your home university, if they require a formal change to be made on paper
  - If yes, fill in the form (provided by your university) and make an appointment with me to formally approve the changes (sign and stamp)
  - Otherwise, it is enough to inform the changes by email to me (your home university may have other procedures)
- Extending your stay
  - May be possible, if there are unallocated exchange months remaining in the contract between your university and us
  - Housing may become a problem, don’t leave it too late
At the end of your stay

- If you need me to sign a form as a proof of your stay.
- Make an appointment with me with a few day’s notice.
- You may also need a signature on the form as a proof for your arrival.
- Institutional coordinators available at the University Main building downtown, if the departmental coordinator’s signature is not enough.

At the end of your stay

- You will also need a transcript of record of your finished courses here to bring back to your university.
- It will not be sent to you automatically, you have to ask for it from the study office.
- You can get one free official copy.
- There can be a 2-4 week delay before a completed course gets registered in Oodi.
- If you have to leave before all the courses have been registered, send email to sci-info@helsinki.fi and ask them to mail an official copy to you.

And now…

- Enrolling to the courses!
- Tour at the department