Orientation for exchange students

Heikki Lokki
CS Department

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.
  - Teaching starts on Monday 18.1.
- Enrolment for period IV starts 16.2. (9:00)
Activating your Computer Science account

- Note – you have two accounts: university (AD) and computer science department (CS)
- To activate your CS account
  - Log on to http://www.cs.helsinki.fi/activate with your university username and password
  - Use the same password for both accounts
- The university and CS usernames are the same

Important links

- Good to know:
- Computing facilities:
- Orientation etc.:
- International Student FAQ:

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...

- Enroll to the courses!