



JYVÄSKYLÄN YLIOPISTO  
UNIVERSITY OF JYVÄSKYLÄ

# Introduction to the study data system Sisu

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# How to register for courses

1. Create a study plan template in the '**Structure of Studies**' tab
2. Add courses to the study plan
3. Choose **completion method** for each course
4. Register for the courses in the '**Registration**' tab or '**Study Calendar**'
5. Check your registration after the registration period has ended



# Frequently asked questions

## *Why can't I find the course I want to take in Sisu?*

- Check if the course is listed in the exchange students' **course list on the website**. If it's not, the course may not be available for exchange students.
- It's possible that the course details have not yet been confirmed, and the **course will become available later in the autumn semester**
- If you are unsure, please contact the International Coordinator of your host faculty/department



# Frequently asked questions



## *Why doesn't Sisu let me enroll for some courses?*

- You do not have the study right for the course
- The registration period has not yet started, or it has already ended
  - The registration period for many courses of the 2nd period starts later in the semester, so check the registration period from Sisu
- There is only a limited number of seats on the course
- The course runs until January or until the end of the academic year (31.7.), if it's an independent course, and your exchange student study right ends in December
  - Contact the International Coordinator of your home faculty/department so that they can manually add you to the course in Sisu



# Frequently asked questions

*Why does Sisu tell me that I do not meet the requirements for the course?*

- Some courses have set **selection criteria**, for example that you have to be a degree student of the faculty
- If you cannot register for a course that should be open for exchange students based on the exchange student study module in Sisu and/or the course list for exchange students on the faculty website, please contact the International Coordinator of your faculty



# Frequently asked questions

*What should I do if I have two or more courses that overlap?*

- If the overlap is for **one or two occasions only**, please check the attendance policy of the course from Sisu or from the course teacher. For demonstrations or labs, the attendance policy is often stricter than for lecture courses.
- If you have two courses that **overlap each week**, you will need to drop one of the courses and choose another course instead
- Some courses may have lecture recordings available, in which case the overlap is not a problem. Please note that you will need to ask the course teacher if there will be recordings or not.



# Frequently asked questions

## *How do I cancel or discontinue my registration?*

- If the registration period has ended, but the course has a set a **cancellation period**, you can cancel your registration
  - To cancel, click the 'Cancel registration' button at the bottom of the course's info box in the study calendar. Open the course info box on the right side of the calendar page by clicking the arrow button to reveal further course info. Scroll down to the 'Cancel registration' button.
- If the cancellation period is not set or it has passed, you can only **discontinue** the course
  - Discontinuation means that you cannot re-register for the course yourself!
  - **If the course has already started, remember to notify the teacher of your discontinuation!**





# More information

- [Instructions on how to register for courses](#)
- [Quick guide to course registration](#)
- [Video instructions on how to register for courses](#)
- [Registering for exams](#)
- [Sisu FAQ](#)
- [Contact information of faculty-level International Coordinators](#)