

WebOodi – Registering for Courses

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Photo: Ilpo Okkonen



From a student's point of view, one of the most useful functions of WebOodi is the registration for courses and examinations. The possibility to register for courses through WebOodi may vary between departments.

I. Searching for a course or an examination

A) There are several different ways of registering. One of the most common ways is to choose **Search** under the **Instructions / Courses** category on the main menu.

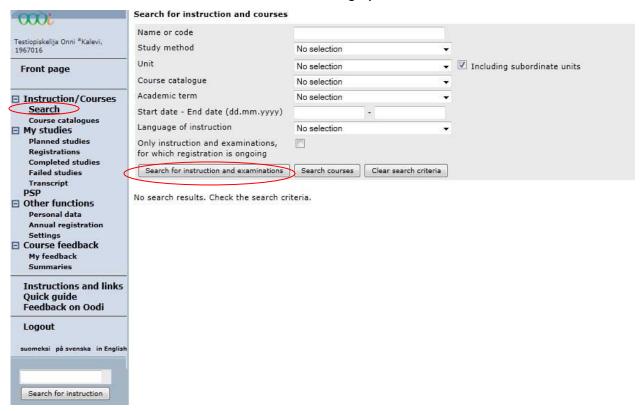


Figure 1. Searching for courses, examinations and study units

During the registration period you can search for courses and examinations by using the following search criteria: name or code (the registration code of the study unit), study method, unit, course catalogue, academic term, time and the language of instruction. You can also limit the search to teaching that you can register for in WebOodi.

You can use different combinations of search criteria. By trying, you will find the easiest and the most effective way to search for the teaching events you need.

After you have typed the required search criteria, click the **Search for instruction and examinations** button. The number of available teaching events appears above the search criteria. The teaching events that match the search criteria are displayed as a list below.



For further information on the use of different search criteria, see the paragraphs below.

Name and unit code

You can use the full name of a course or an examination or a first few letters as search criteria (e.g. Progr). By clicking **Search for instruction and examinations**, a list of teaching events including the character string is displayed. Search is not case sensitive.

You can use either a unit code or a registration code of a study unit, or a part of it as the search criteria.

Study method

You can select the method of the teaching event you search for in a drop-down list (e.g. an examination or course).

Unit

You can select the department or other organisation which arranges the teaching event in a drop-down list.

Academic term

You can limit the search to teaching events during a certain term. The program searches for those teaching events which take place during the fall and/or spring term.

Start date - end date

You can limit the search to teaching events which are available fully or partly within certain time frame. Type the dates either ddmmyy or dd.mm.yyyy. In case you want to search for examinations taking place on a certain date, give the same date both as the start date and the end date (e.g. 15.05.2011-15.05.2012).

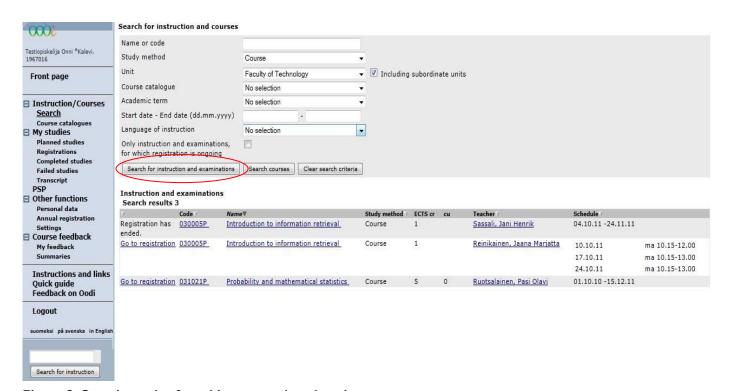


Figure 2. Search result of teaching events / study units



In case no teaching events are found with the given search criteria "No search results. Check the search criteria" -message is displayed below the search criteria.

If the search criteria you give are too broad, the following message appears: **Refine the search criteria!** Give more specified criteria and click **Search for instruction and examinations** again. **NB!** When selecting multiple search criteria, all of them must be met in order to get results.

If the search produced more than 15 teaching events, the program shows the first 15 of them. If you want to see the next 15, click the **Next 15** button. Next to the **Go to page** button, there is a drop-down list with courses in alphabetical order. In case you know the unit code (the registration code) or a part of it, select the appropriate alphabetical section and click the **Go to page** button. The teaching events within the chosen alphabetical section are displayed.

B) Alternatively you can search for courses by choosing "**Course Catalogues**". If a department has made a course catalogue, it will appear in the column under the faculty's name. Generally there are separate guides for each subject.

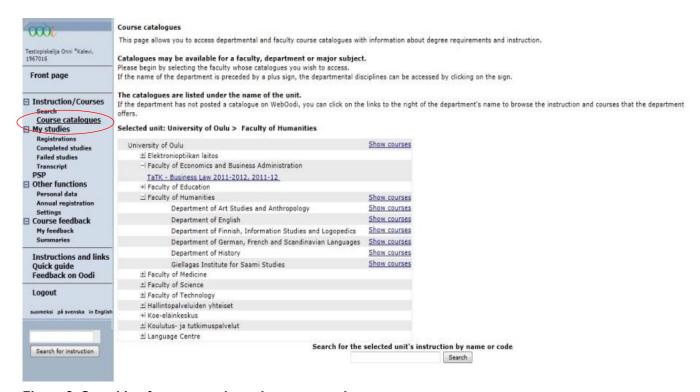


Figure 3. Searching for courses through course catalogues

Begin by selecting the faculty or unit whose catalogues you wish to access. If the name of the department is preceded by a plus sign, the departmental disciplines can be accessed by clicking on the sign.

NB! If the department has not posted a catalogue on WebOodi, you can click on the links to the right of the department's name to browse the instruction and courses that the department offers.



The course catalogue consists of six tabs: General Information, Instruction, Examinations, Degree structure Study modules and Courses. If the guide does not include any separate study modules, the tab will not be shown.

General Information -tab

On this tab you will see general information about the course catalogue, e.g. studies included in the catalogue or general requirements.

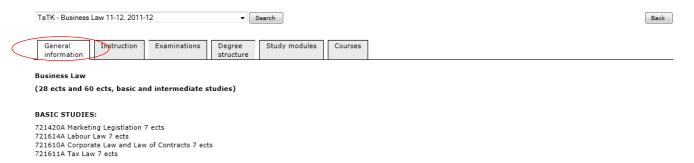


Figure 4. General information -tab

Instruction -tab

On the instruction tab you can view the teaching events (lectures etc.) which can be registered for in WebOodi. Generally the studies have been divided into basic studies, intermediate studies, advanced studies etc. Select the + -icon to view details.

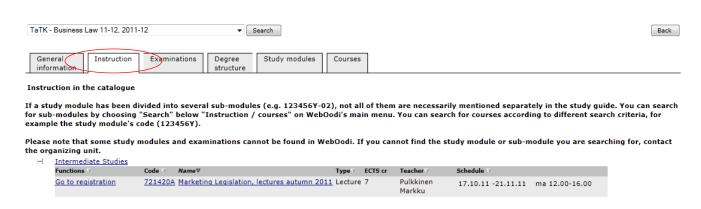


Figure 5. Instruction -tab



Examinations -tab

On the examinations tab you can see the examinations which are registered for through WebOodi. You can view examinations by examination date or by course.

By choosing to view examinations by date, WebOodi will show all the dates when examinations are held included in the catalogue. By choosing to view examinations by course, select the + -sign in front of the course name to see examination dates and to register, if possible.

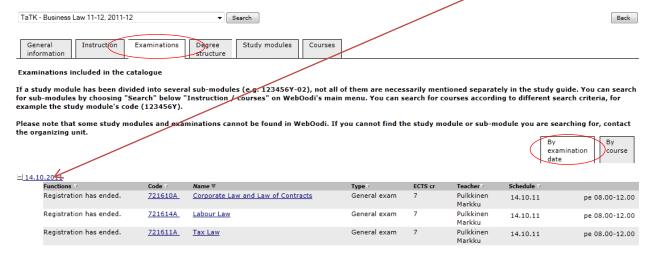


Figure 6. Examinations -tab

Degree structure -tab

By selecting the name of the degree you can view which courses and study modules are included in the degree.

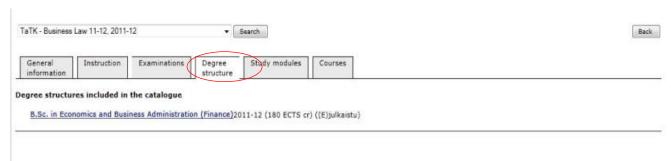


Figure 7. Degree structure -tab



Study Modules -tab

If the faculty or unit has included study modules in the course catalogue, they will be shown on this tab. Select the + -icon to view which courses are included in the study module.

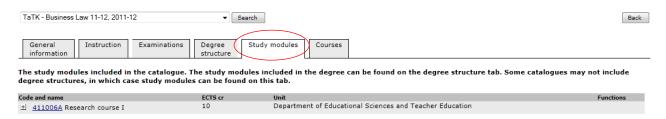


Figure 8. Study Modules -tab

Courses -tab

On the Courses –tab you are able to view the courses included in the study guide. By selecting the course you will be able to view the basic information of the course and register, if possible. **NB!** If a course consists of several partial credits (e.g. 123456Y-**01**, 123456Y-**02**), not all of them are necessarily mentioned separately in the study guide.

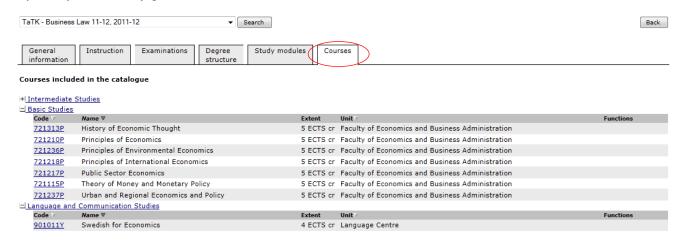


Figure 9. Courses -tab



2. Registering for a course or an examination

Click the **Go to registration** button next to the teaching event you want to register for. A page showing the information about the teaching event is displayed:



Figure 10. Registering for a teaching event

You can register for the teaching event you searched for by selecting the **Reg.** checkbox and clicking the **Save** button. Before saving, you can also give additional information about the registration in the **Additional data** field.

Note: If the Reg. checkbox is not selected when you click the Save button, the registration is not saved.



If the registration is successful, the following confirmation appears:

Registration for instruction or examination

Corporate Law and Law of Contracts

Registration added Corporate Law and Law of Contracts, General exam Pulkkinen Markku 14.10.11 pe 08.00-12.00 LIN L1

Registration time 12.10.2011 15.48
Archiving code b7bcc89608b5bac89781552cc313f96d

Back to instruction or examination data See all your registrations

You can also select a function from the menu.

Figure 11. Successful teaching event registration

The **Back to instruction or examination data** takes you back to the previous page. You can view all your registrations to make sure the registration is registered by clicking the **See all your registrations** button. The program notifies you if you do not have the right to participate the event or the course is already full. In case information e.g. on the right of study or attendance registration is missing, the registration can be rejected, or alternatively you receive a notification of information missing. The instructor responsible for tuition sets the participation criteria.

3. Reviewing your registrations

The registration for teaching events for students can be followed up by choosing **My studies** and **Registrations.**



Figure 12. Registrations



Here you can view and also organise your registrations by the unit code, name or time of the study unit or study module by clicking the text on the corresponding underlined title bar. The registration status can be one of the following:

| Actual registration | Registration for a Prospective teaching event. |
|------------------------|--|
| Registration | Registration for a Confirmed teaching event. |
| Confirmed registration | Registration confirmed by the instructor. |
| Rejected registration | Registration rejected. Registration can be rejected in case information on the right of study, attendance registration or compulsory courses is missing. |
| Failed courses | Course has failed |

Table I. Registration statuses

The teaching events you have completed successfully are no longer displayed on the WebOodi registration list. You can browse for the details of courses you have completed in WebOodi by clicking on the **Completed studies** button under the category **My studies** on the main menu. In case you have been credited for a study unit or a part of it, the teaching event is displayed on this page.

With the **Hide** button, you can hide the selected registrations from the display. It does not cancel the registration but you can use it to remove, for example, registrations for teaching events that are already finished. With the **Hidden registrations** button, you can view all your registrations. The **Restore** button restores the hidden registration back into the list of registrations.

You can delete a registration by clicking the **Delete** button unless the instructor has denied access or has already approved the registration. When you confirm the deletion, the program notifies whether the deletion is successful.

You can view basic information of a study unit stored in Oodi by clicking the **Course code** next to a particular registration.

You can view more information of a study unit, and edit the registration by clicking the **Course data** button of a particular registration.