

ENROLMENT FOR STUDY UNITS

You must enrol for study unit implementations in SoleOPS via ISP or Study implementation plan during the study unit enrolment period.

Enrolment period

Continuing students enrol for the next academic year's study units during two periods:

- for the autumn semester 15.4. – 15.5. and
- for the spring semester 1.9. – 30.9.

Starting students enrol at the beginning of the academic year 1.9. – 30.9. (for both autumn and spring semester)

Study unit descriptions, contents, schedules and other related information can be found using SoleOPS. First select the degree programme, then the group and finally the group's curriculum. The curriculum's year shows you what will be offered during the next academic year. Click the studies to view more information about them.

Enrolment rules

Enrolment is binding: If a student does not attend a study unit for which he or she has enrolled, the study unit will be graded as "failed". After the enrolment period, enrolling may be cancelled before the beginning of the study unit only for a valid reason.

Students are accepted to study units in the order of enrolment, with the exception of mandatory study units, where students whose curriculum requires said study units are given priority.

In case of cancellations, the teacher accepts standby students in the order of enrolment.

STUDENTS OF OPEN UNIVERSITY OF APPLIED SCIENCES

Students of Open University of Applied Sciences register themselves for Open University of Applied Sciences studies using the electronic registration form at www.lapinamk.fi/registration. After acceptance to the studies open path students enrol themselves for the study units implementations in SoleOPS according their studying group's curriculum. Student affairs officer adds the students who will take single study unit for the study units implementations in SoleOPS.

SoleOPS instructions:

Enrol via ISP, page 2.

Enrol via study unit implementation plan, page 4.

Enrol via curricula, page 6.

Enrolment for failed study unit / changing implantation, page 8.

Enrol via ISP

Log in with your own personal username and password

(same as your Lapland UAS user ID and password for the network services)

<https://soleops.lapinamk.fi/opsnet/disp/fi/welcome/nop>

You can enrol via ISP if the study unit is included in the ISP. Choose eISP

LAPIN AMK
Lapland University of Applied Sciences

SoleOPS

Curricula
eISP
+ Academic year plan
Query
Study unit

- ⊕ Business and Administration
- ⊕ Cultural and Media Arts
- ⊕ Forestry and Rural Industries
- ⊕ Free-choice elective language studies
- ⊕ Free-choice elective studies
- ⊕ Health Care and Sports
- ⊕ Natural Sciences
- ⊕ Technology

Get implementations for this year

	Registration	Study unit	ID	Implementation	Scope	2013	2014
						2014	2015
+		BASIC STUDIES	AMK_PER		20,00	20,00	0,00
⊕	!	Introduction to Business Studies	R301L11	13001	10,00	10,00	

If you can't see this choice "Get implementations for this year" choose first "Edit ISP"

ISP: Degree Programme in Nursing, public health nurse (Ro)

Return Print

Approved versions Edit ISP

Tutor

Tutor

Student

Attendance

Rejection justification

Enrol by checking the appropriate box

When you enrol you will see the total number of the currently enrolled students, including yourself, and also the maximum number of students in the study unit (0 = maximum number has not been defined). When the teacher confirms your enrolment you can see the confirmation. You can cancel your enrolment by unchecking the box during the enrolment period.

There is appropriate box only during the enrolment period. So if this choice is not available it means that the enrolment period is not open for this implementation, (or you haven't use button "Get implementations for this year", see page 2)

If there is an exclamation mark it means that the study unit implementation has ended. If you have not completed the study unit, you can enrol via study implementation plan (see instructions on next page).

Registration	Study unit	ID	Implementa
	BASIC STUDIES	AMK_PER	
<input checked="" type="checkbox"/> 1/0	Project Studies	604M17O	13001
31/0	Innovations and Entrepreneurship	YR1AC	1300
<input type="checkbox"/>	Bioenergy	604M18F	1300
<input type="checkbox"/>	Strategy Play Project	12S021	1400
Confirmed	The Basics of Property Law	301L13U	1300
<input type="checkbox"/>	Marketing Planning	R301L43	1400
	Forest Mensuration and Inventory, Remote Sensing	604M17L	1100

Note!

Saving happens automatically (there is no save-button or you don't have to send ISP for approval).

Note! If your ISP is "Under approval", enrol via Study implementation plan

ISP: Degree Programme in Business Management (Rovaniemi) (301211) **Under approval**

Print

Approved versions Comments

Tutor

Tutor

Student

Attendance

Approval justification

Enrol via study unit implementation plan

Choose "Study unit implementation plan search"



Write/choose search terms and choose "Search"

It's recommended to use only a few search terms and add more if necessary.



Examples of using search terms:

- groups implementations: Group + Study semester (example below)
- one study unit: Code of study unit + Study semester
- free choice electives: Study semester + Degree programme -> Free-choice elective studies

Please note: you should not use "Unit" for searching because it may cause that you don't find anything.

Note that you'll find all summer studies from current semester.

Search implementation plans: Start search

 Search  Previous search terms

Note: If a condition can be specified for search value, you can use conditions "=" or "contains". If you use "contains" condition, you can give only a part of search string.

Field	Condition	Value
Study unit		<input type="text"/>
Code of study unit		<input type="text"/>
Code of implementation	includes <input type="checkbox"/>	<input type="text"/>
Academic year		Select options <input type="button" value="v"/>
Study semester		1 selected <input type="button" value="v"/> Autumn Term 2014-2015
Competence area		Select options
Unit		Select options
Group	includes <input type="checkbox"/>	R301L13S <input type="text"/>
Starting date	<input type="checkbox"/>	<input type="text"/>

Choose implementation

Search implementation plans

 Get all  Start search

[1]



	Code of study unit	Study unit	Implementation	Time of implementation
	R301L41	Finance and Investments	Perustoteutus/14001	01.08.2014-24.10.2014
	R301L40	Financial Reporting and Taxation	Perustoteutus/14001	01.08.2014-31.12.2014
	R301L45A	International Marketing Management	Perustoteutus/14001	25.10.2014-31.12.2014

Enrol in implementation

You can see this choice "Enrol in implementation" only during the enrolment period. So if this choice is not available it means that the enrolment period is not open for this implementation.

Study unit implementation plan

 Return  print



 Enrol in implementation  Enrolments

Ryhmä	R301L13S/Liiketalouden koulutusohjelma (F
Opintojakso	R301L41 Rahoitus, sijoitukset ja investoinni VAIHTOEHTOISET AMMATTIOPINNOT AMMATTIOPINNOT
Toteutus	Perustoteutus/14001
Toimipiste	

You can cancel the enrolment by choosing "Cancel enrolment" during the enrolment period

Study unit implementation plan

 Return  print

 Cancel enrolment  Enrolments

This implementation is included in your ISP
You have enrolled (2/)

Ryhmä	R301L13S/Liiketalouden
Opintojakso	R301L41 Rahoitus, sijoit VAIHTOEHTOISET AMMA AMMATTIOPINNOT
Toteutus	Perustoteutus/14001
Toimipiste	
Toteutusajankohta	Svksy1/2014-2015

Enrol via Curricula

Choose "Curricula" and search degree programme

LAPIN AMK
Lapland University of Applied Sciences

SoleOPS

Curricula
eISP
+ Academic year plan
Query
Study Unit Feedback
Exams
Own exam enrollments
Printouts

- + [Business and Administration](#)
 - + [Cultural and Media Arts](#)
 - + [Forestry and Rural Industries](#)
 - + [Free-choice elective language studies](#)
 - + [Free-choice elective studies](#)
 - + [Natural Sciences](#)
 - + [Social Services, Health Care and Sports](#)
 - + [Starting year 2015-2016](#)
 - + [Starting year 2014-2015](#)
 - + [Degree Programme in Social Services \(Kemi\)](#)
- Bachelor's degree programmes**

Choose group and choose "Group's Curriculum"

Bachelor's degree programmes

Select group:

Youths

K701S14S K71S15K

Adults

KA701S14S KA71S15K

Social Services, Health Care and Sports

K71S15K (Published)

Group's curriculum

Curriculum matrix

Choose year

Group's curriculum

Return print EN-Vaihda esityskieleksi Finnish



Degree programme Degree Programme in Social Services (Kemi)

Degree Programme in Social Services (Kemi) (K71S15K) (Published)

Sosionomi (AMK), Bachelor of Social Services, 210 ECTS credits

				1st year Scope (2014 - 2015)	2nd year (2015 - 2016)	3rd year (2016 - 2017)	4th year (2017 - 2018)
	BASIC STUDIES	AMK_PER	16	10	5	3	
🔍	Studying Skills and Professional Growth	K701S10	3.0	3			
🔍	Computer Skills and Information Retrieval	K701S11	3.0	3			

Choose study unit**Implementation plan**

 Return  print

Degree Programme in Social Services (Kemi) (K71S15K) 2nd year of s



Study unit	
Total	
BASIC STUDIES	
English for social services / Perustoteutus	K701S14
PROFESSIONAL STUDIES	
Social Welfare Legislation and Social Security / Perustoteutus	K701S18

Enrol in implementation

You can see this choice "Enrol in implementation" only during the enrolment period. So if this choice is not available it means that the enrolment period is not open for this implementation.

Study unit implementation plan

 Return  print

 Enrol in implementation  Enrolments




Ryhmä	R301L13S/Liiketalouden koulutusohjelma (F
Opintojakso	R301L41 Rahoitus, sijoitukset ja investoinni VAIHTOEHTOISET AMMATTIOPINNOT AMMATTIOPINNOT
Toteutus	Perustoteutus/14001
Toimipiste	

Enrolment for failed study unit / changing implementation



You can do this if you have grade “failed” from the study unit and you have to change implementation for some reason or if you want to change implementation.

If the study unit is already completed or if the previous enrolment is “Confirmed” or there is number/number on the registration column you can’t enroll for the new implementation before the teacher either takes your enrolment away or gives you grade “failed”.

Separate implementation

 	<u>Englannin aktivointi</u> 	VV1A	15003
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Add implementation



	Englannin aktivointi 	VV1A	
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Choose implementation

There are no coming implementations if you can't find anything (this page is empty).



Toteutuksen valinta

 Palaa

Opinto		Englannin aktivointi (VV1A)		
Valitse	Toteutus	Ryhmä	Toteutustapa	Ajankohta
<input type="radio"/> 	15002	R61M15S	Perustoteutus	Syksy1/2015-2016
<input type="radio"/> 	15001	R64M15S	Perustoteutus	Syksy1/2015-2016

Enrol by checking the appropriate box

There is appropriate box only during the enrolment period. So if this choice is not available it means that the enrolment period is not open for this implementation.

 <input type="checkbox"/>	Englannin aktivointi 	VV1A	15002
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