



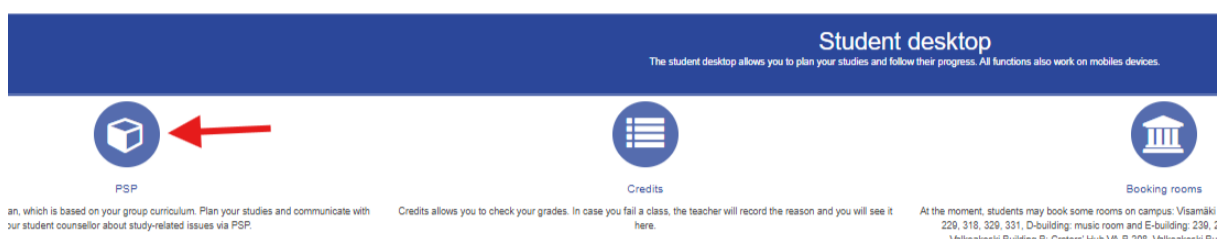
# Enrollment for optional studies

Enrol in **Pakki** between 19 and 25 August 2024

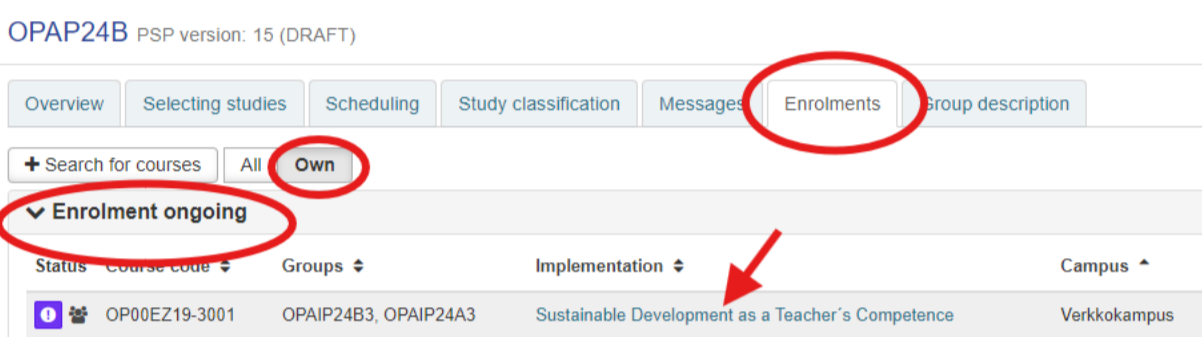
Enrollment starts on the 19th at 8:00 a.m.

## 1) Take a look at the optional study options and choose one course you wish to enrol in

- See the presentation slides of optional studies in **Moodle**
- From the [module map of optional studies](#), you can see contact/online lessons and the timing of the studies
  - note that only one course is held in the autumn semester and the others are in the spring semester.
- You can also access the study implementation plans from the student's desktop **Pakki**.
  - Log into Pakki with your **HAMK username**
  - Select the **PSP (Personal Study Plan)** and open the **Overview** tab. You can view the basic information of the course by clicking the course name.



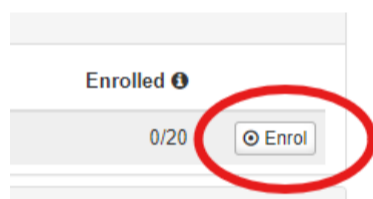
- Under the tab **Enrolments** and heading **Enrolment ongoing** you will find optional studies for which you can enrol. The studies will become available when the enrolment period begins. Open the link from the name of the course and you will see the study implementation plan (red arrow).



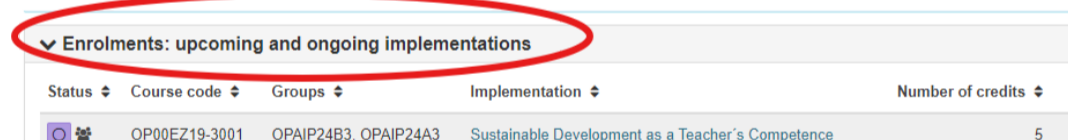
You can choose only **one course** and one of its implementations

## 2) Enroll in the course

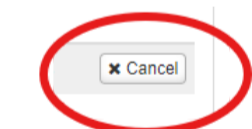
- In the Student's Desktop **Pakki**, select the **PSP** and **Enrolments** tab. Under the heading of **Enrolment ongoing**, you will find optional courses available for enrollment. At the top of the page, select **Own** to view the courses specific to your study group.
- Find the name of the course you want to enrol in and click **Enrol** at the end of the line



- After you have enrolled, the course will appear under the title **Enrolments: upcoming and ongoing implementations**, pending the teacher's approval (light purple icon)



- You can undo your enrollment by clicking on cancel and OK. If the enrollment has already been approved by the teacher and you want to cancel it, please contact the teacher or the Study Affairs Office at [aokk-opintotoimisto@hamk.fi](mailto:aokk-opintotoimisto@hamk.fi).



- Pakki will notify you if the course has reached its capacity. If your preferred course is full, you must enrol in an alternative course, as space is limited and popular courses fill up quickly.
- When your pending enrollment has been approved, the icon will change to a dark purple icon. Please be patient as it takes time to process all enrolments.
- If you are not accepted into your preferred course, the icon will change to a red icon, and you will receive an email notification. If the enrolment period is still ongoing, you can enrol in another course. If the enrolment period has ended, please wait for the next enrolment periods which take place in September and January.
- Supplementary enrolment periods are from 2nd to 9th September 2024, and from 6th to 12th January 2025.

Watch the video instruction on [enrolment in studies](#)

## Important

- Enrol in Pakki during the enrolment period
- You can enrol for only one study and its one implementation
- Students will be accepted in the order of enrolment
- Follow-up in Pakki for the status of your enrollment

Come join us to deepen your knowledge

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