

Adding additional optional course in the free edit mode

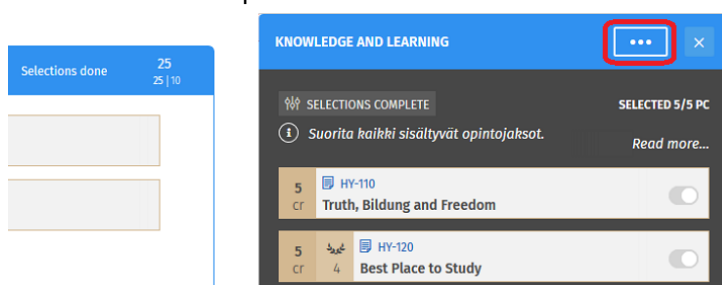
If you are about to add additional optional course, this is what you should do:

1. Go to the Structure of studies page.
2. Make sure that you are editing your primary study plan.

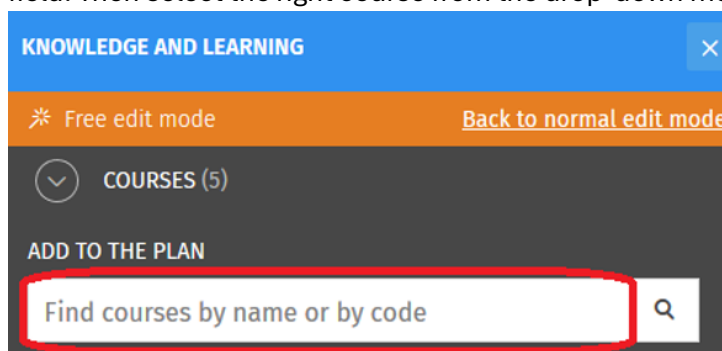
My Study Plan for the World 25.11.2020 PRIMARY PLAN ✓

MaaIlman parhaaksi (For the World, 2020-21, modified 25.11.2020, created 25.11.2020)

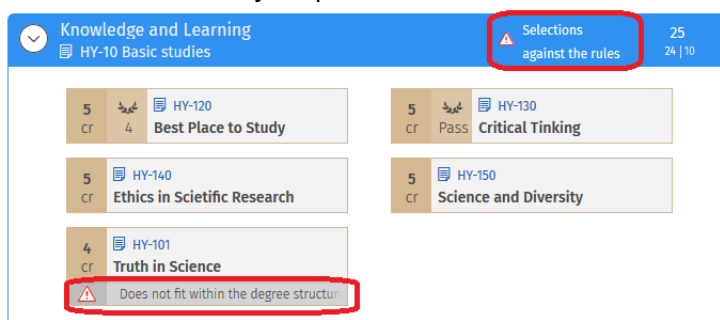
3. Open the selection assistant by clicking the name of the study module Optional studies.
4. Click the button with three dots in the title bar of the selection assistant. Select Free edit mode from the drop-down menu.



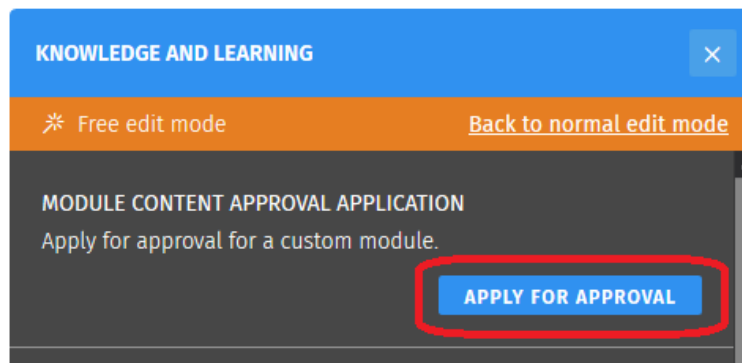
5. To add a course, type the name or identifier of the course to the 'Add to the plan' search field. Then select the right course from the drop-down menu.



6. A notification 'selections against the rules' will appear in your study plan and it will say 'Not a part of your degree structure' in the course that you added. These notifications will go away after you have applied for and gotten approval for the changes you made. You should only apply for approval when you know that there will be no other changes to the same section of your plan.



7. Scroll up in the selection assistant and click the Apply for approval button. Write a short argument for the application in the pop-up window. Write in the provided field what changes you have made in the study plan. Save the application.



8. Leave the free edit mode by clicking the link 'Back to normal edit mode' in the orange bar in the selection assistant.
9. The course or the section of your plan that you changed is in 'Approval requested' mode until your application is approved.
10. After your application has been processed, you will receive a message about its approval or rejection on the frontpage of Sisu. You can also view your application on the My profile page by going to the Applications and decisions tab.