

TUTORS CHECKLIST

Make sure that you go through these with your tutorees!

Basics of studying

- Make sure that the group has a whatsapp group
- Getting to know each other (i.e. picnic)
- Using eLAB! (everything is there)
- Student services and their locations M19 main lobby (Lahti) ja @ 2313 (Lappeenranta)
- Own tutor teachers contact information (Peppi)
- LUT/LAB-id activation
- Using LUT/LAB-email
- Make sure learning agreement is ok (tutor teacher)
- Using Peppi
- Timetables on TimeEdit and Peppi
- Enrolling to courses
- Language Center and enrolling to its courses
- Using Moodle
- LUT ACADEMIC LIBRARY and getting a library card
- IT-services (where to find in campuses and where to find contact info -> eLAB)
- Library computers and and computer rooms
- Printing and purchasing printing balance, LUT printshop (eLAB)

General campus information

- How to find classrooms (logic behind the numbers etc. 2310 or A236)
- Where are the Student Union KOEs offices?
- Where are campus restaurants and cafés and how much does lunch cost in them
- Student organisations
- **Lahti** Where is Lamkooma?
- MOVEO introduction and gyms
- Campus Chaplains
- Study Psychologists
- Where is FSHS?
- JHC (Lappeenranta), the purpose of the space and using it (course)

Common things regarding (student) life

- Grouping!
- Ordering a student card/picking it up (depending on if the student ordered it beforehand)
- Campus electronic keycard (Using and getting it)
- Bus card and loading balance
- Do they have a finnish sim card and bank account
- Following KOE and student organisations (**Lahti lahoevents instagram**)
- Communication (Discord, Whatsapp etc.)

Common things regarding Lahti/Lappeenranta

- LOAS and Lahden talot offices
- Where the shops, kiosks, flea markets closest to the campuses are located
- Sports Venues etc.
- Action track city tour (i.e. tour with your group)
- Anything else that comes to mind?