



**LINCOLN**  
**UNIVERSITY**

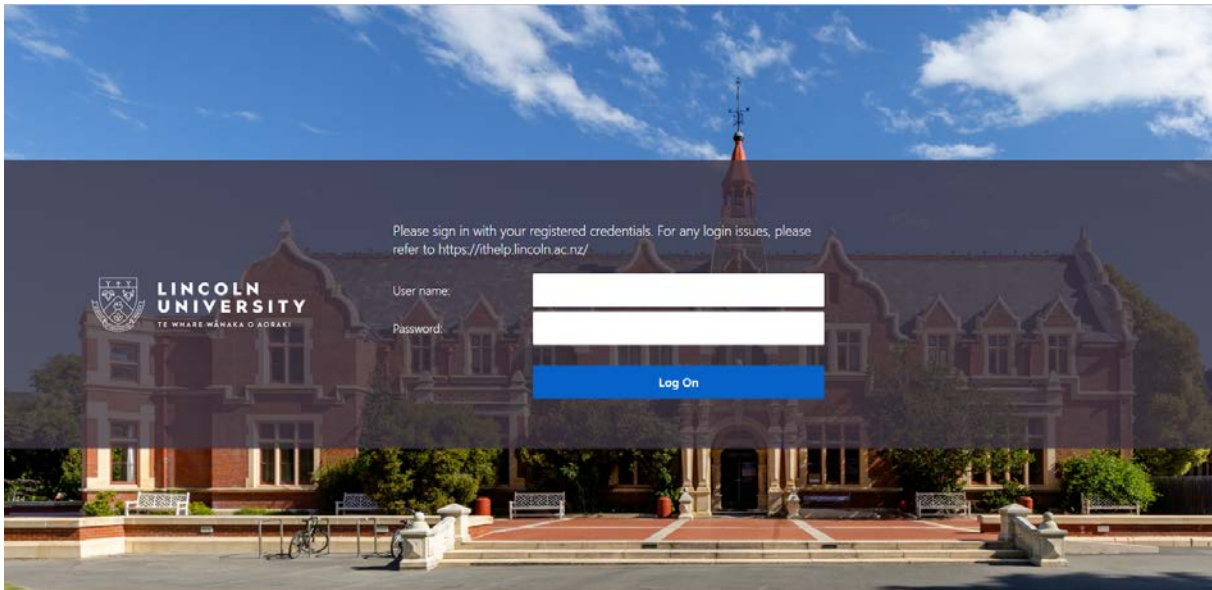
TE WHARE WĀNAKA O AORAKI

# Enrolment Student Guide

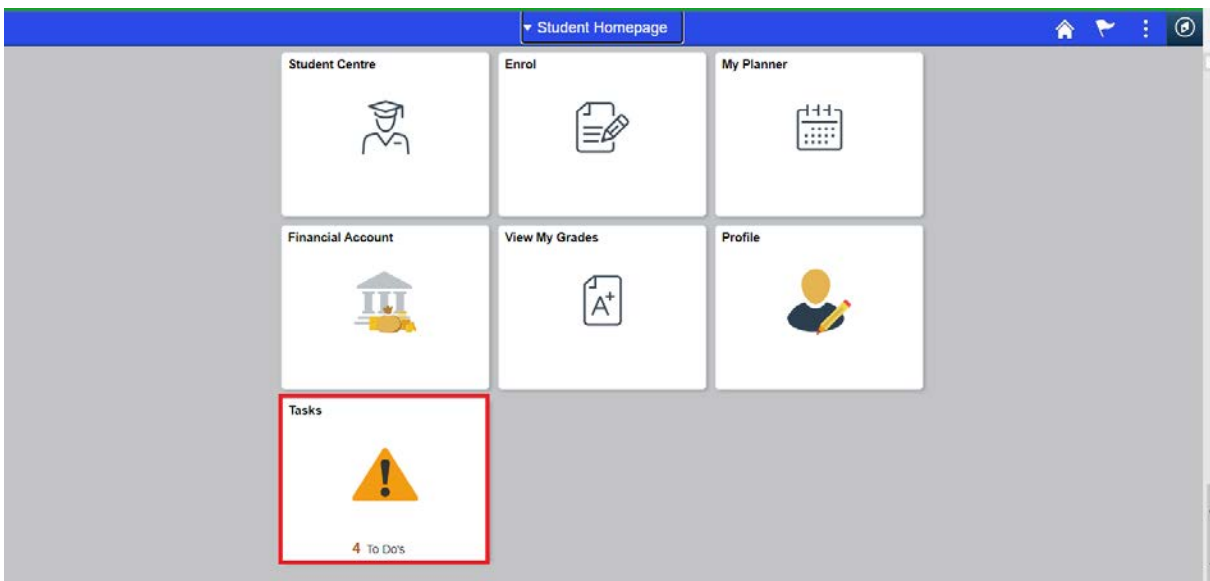
## LUCAS



1. Log into [LUCAS](https://lucas.lincoln.ac.nz) with your username and password you received from us.  
<https://lucas.lincoln.ac.nz>



2. The Student Homepage is displayed. You will see that there are some "To Do's" on the [Task Tile](#). Click on the tile to complete.



3. Complete the items in your "To Do List"

Student Homepage Tasks

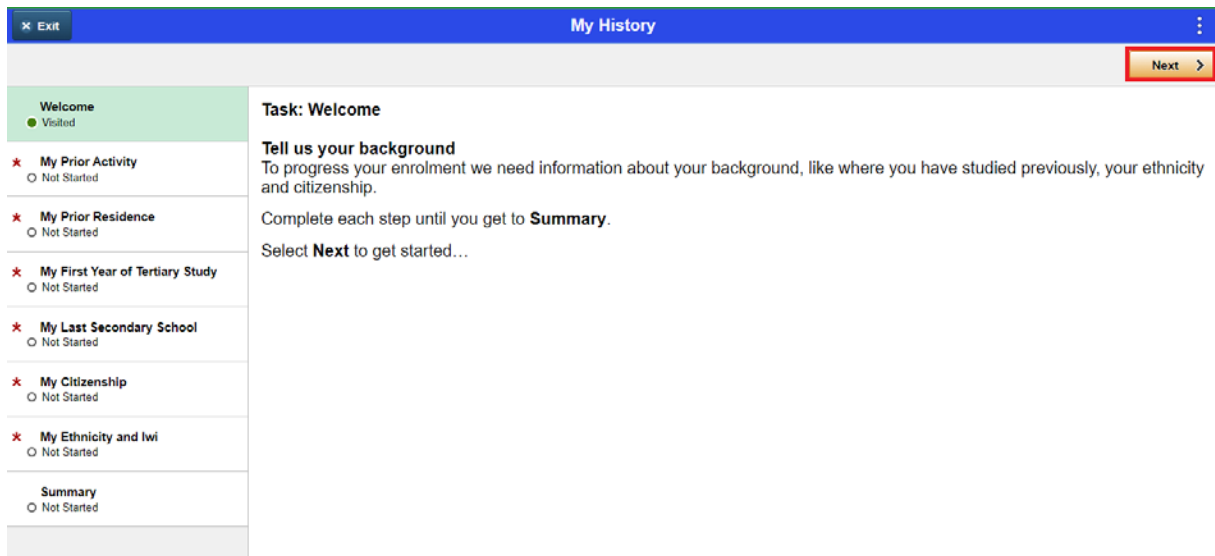
To Do List 4

### To Do List

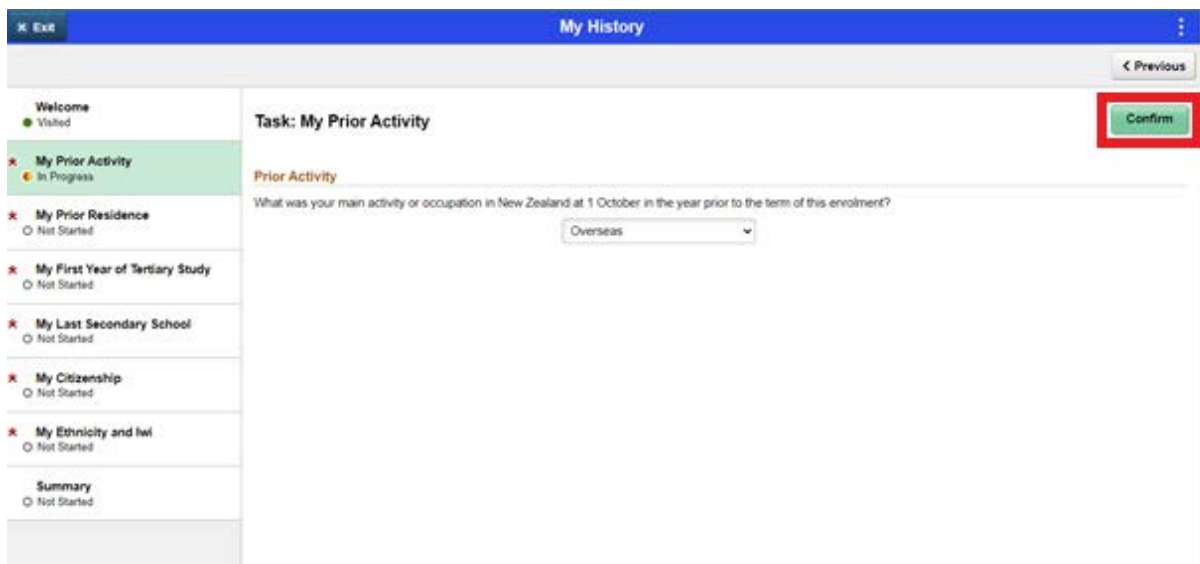
4 rows

Task	Due Date	Status	
My History		Assigned	>
Curriculum Vitae		Initiated	>
Entrance Qualification		Initiated	>
Identity		Initiated	>

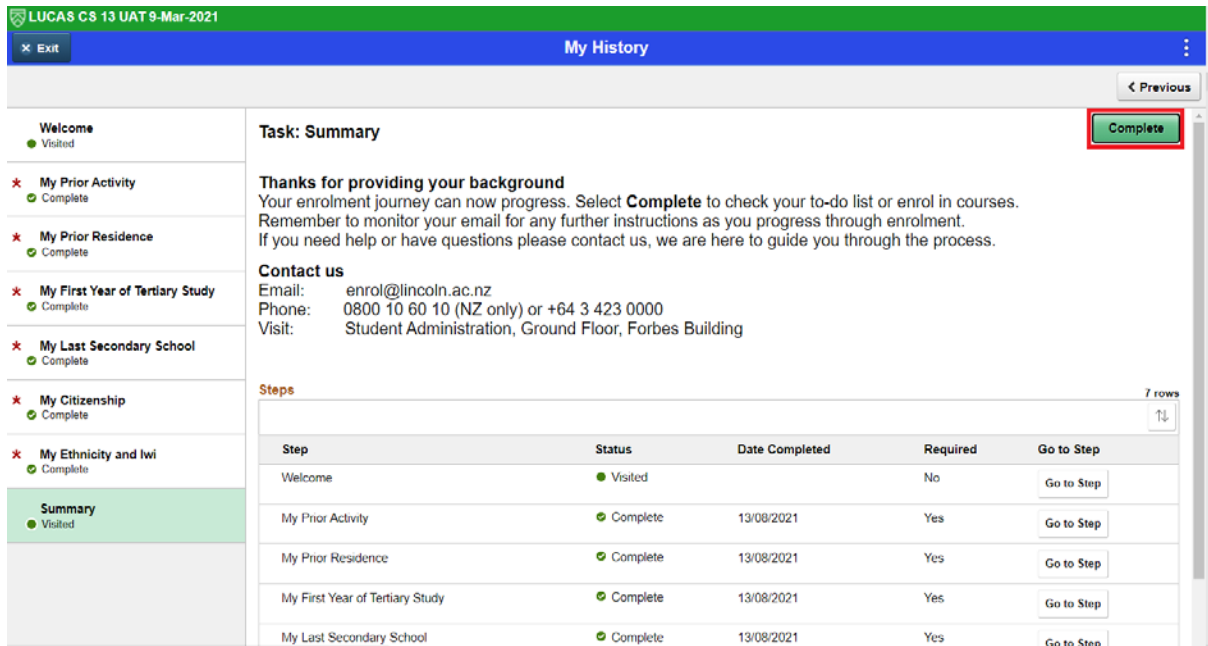
4. "My History" – Task: Welcome. Click [Next](#)



5. Work through your tasks and [Confirm](#) once each one is completed.



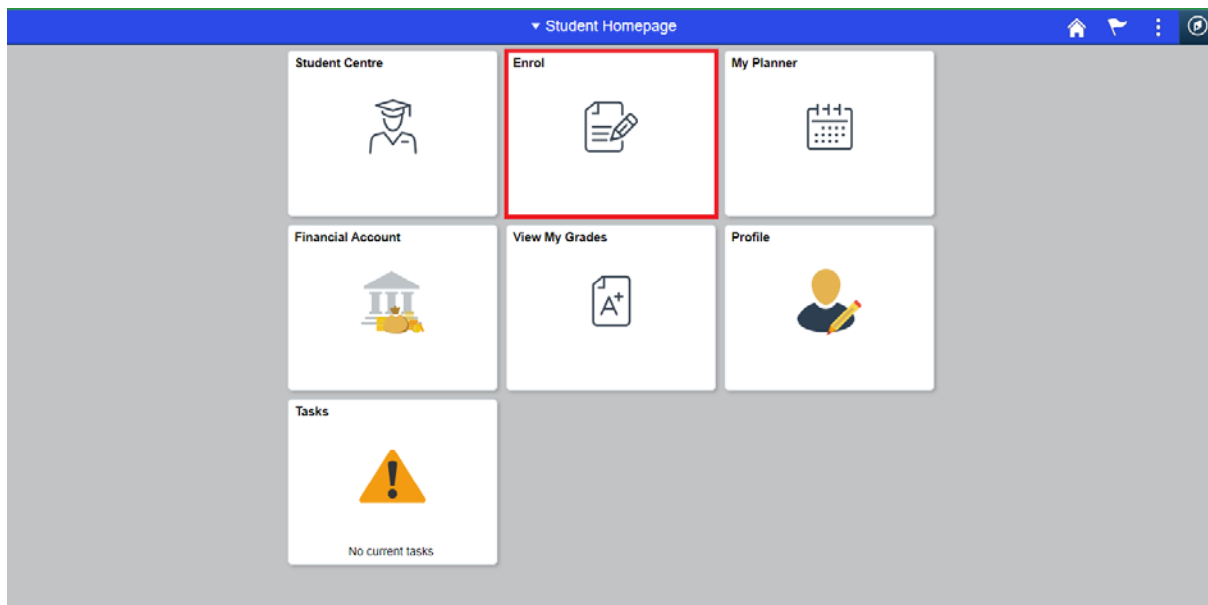
6. When all steps are completed a summary page will be displayed. Check and [Complete](#)



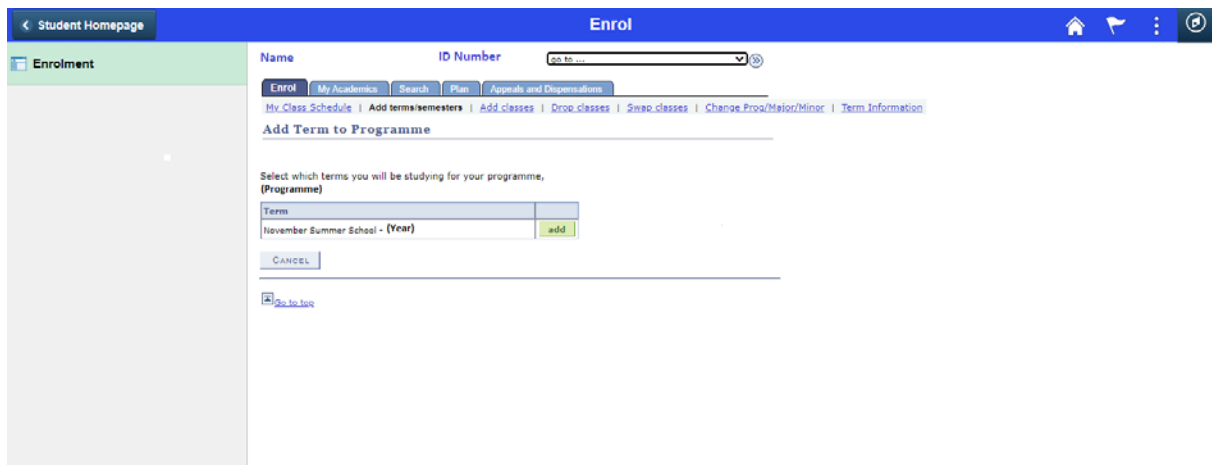
You will be taken back to the Homepage.

If there are still “To Do’s” on the Tasks tile, click on the tile to complete them all. There may be some tasks that require you to supply documentation to Student Administration. Clicking on the task will tell you what you need to do to complete. Once the documentation is supplied these tasks will be completed by staff. Depending on the outstanding task you may be unable to enrol until it has been completed.

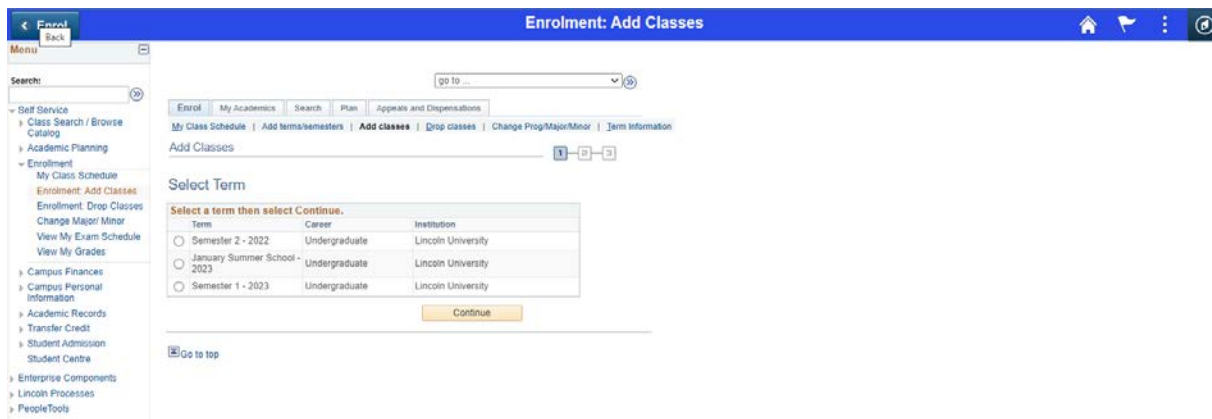
7. Once all tasks are completed you can click on the Enrol tile



8. Add the semester/s you wish to study in. Available semesters will be displayed depending on the time of year and programme of study you are enrolling for.

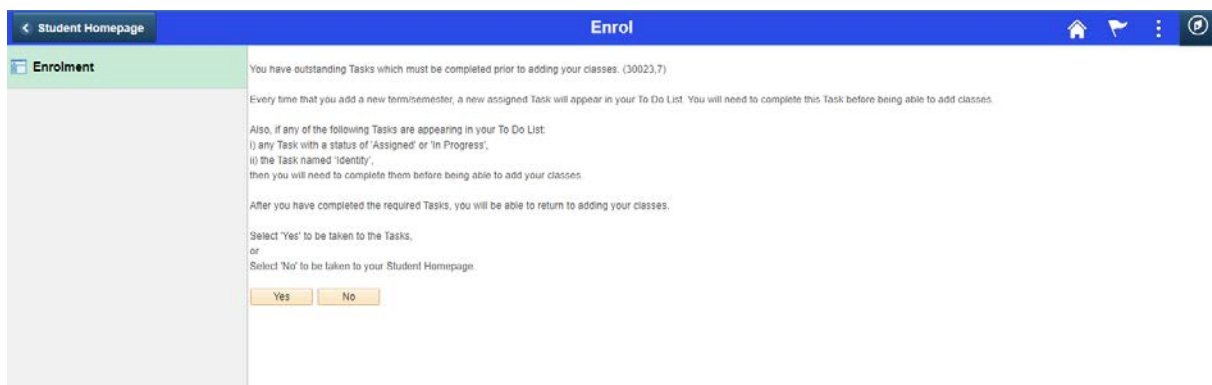


9. Once the semester is selected you will be taken to the “Add Classes” page



Select the semester you wish to enrol in.

10. A page advising that you have outstanding tasks to be completed may display. These tasks are asked each semester you are enrolling in, i.e. the semester you are expecting to complete your qualification, how you are going to pay your fees and confirming the declaration. Click **Yes** to complete these outstanding tasks.



11. You will be taken to a Welcome page, click [Next](#)

12. Complete each task and [Confirm](#).

**My Payment Method Task** – Complete how you are going to pay your tuition fees.  
**Domestic Students: If you think you are eligible for fees free and are also applying for a student loan with Studylink, please select NO to fees when completing your application with Studylink.**

Once all tasks are completed check and [complete](#) the summary page.

You are taken back to the Add Term to Programme page. If you do not wish to add another semester or there are no semesters available click on the [Add classes](#) link and select the semester you wish to enrol in.

13. If this is the first time you have enrolled in a calendar year you will then be assigned some more tasks to update your personal details.

Other tasks such as Course Advice, Insurance and Visa may be displayed based on your programme of study and your citizenship status. You can still enrol in courses if these are outstanding but completion of your enrolment will not be finalised until they are completed.

Select [My Personal Details](#) task

Task	Due Date	Status
My Personal Details for 2021		Assigned
Course Advice		Initiated
Insurance		Initiated
Visa/Permit		Initiated

On the Welcome page click [Next](#)

**Task: Welcome**

**It's time to check your contact details**  
Keeping your contact details current helps you have a better learning experience. Please check and complete this information carefully.

- We use emergency contacts in situations where your safety is at risk.
- Identifying as having a disability allows us to confidentially assess how our [Inclusive Education](#) services can support you.
- See the Enrolment Terms and Conditions to understand how we use your information.

Complete each step until you get to **Summary**.  
Select **Next** to get started...

Check/update your personal details [confirming](#) each page and [complete](#) the summary page.

14. You are then taken back to the Add terms/semesters page. Click [continue](#) or add other semesters and then [continue](#)

**Enrol**

go to ...

[Enrol](#) | [My Academics](#) | [Search](#) | [Plan](#) | [Appeals and Dispensations](#)

[My Class Schedule](#) | [Add terms/semesters](#) | [Add classes](#) | [Drop classes](#) | [Swap classes](#) | [Change Prog/Major/Minor](#) | [Term Information](#)

**Add Term to Programme**

There are currently no terms available to add.

**CONTINUE**

[Go to top](#)



15. Click 'Search' to begin selecting your classes.

The screenshot shows the 'Enrolment' system interface. At the top, there is a blue header with the word 'Enrol' and navigation icons. Below this is a green sidebar with 'Enrolment' selected. The main content area is titled 'Add Classes' and includes a 'Shopping Cart' section with the message 'Your enrollment shopping cart is empty.' and a 'Class Schedule' section with the message 'You are not registered for classes in this term.' A red box highlights the 'Search' button in the 'Find Classes' section.

16. To find a course, click on the drop down arrow for 'Course Subject' and select a subject area from the list of options.

Check that the **Course Career** is correct.

If you know the **course number** also enter that and then click 'Search'.

Your programme of study will determine what courses you can enrol in, i.e. Sub Degree courses are 0NN, Undergraduate 1NN, 2NN or 3NN, Postgraduate 6NN and Masters Thesis 6NN and PhD Thesis 7NN

The screenshot shows the 'Enrolment' system interface. At the top, there is a blue header with the word 'Enrol' and navigation icons. Below this is a green sidebar with 'Enrolment' selected. The main content area is titled 'Enter Search Criteria' and includes a search form with fields for 'Subject', 'Course Number', and 'Course Career'. A red box highlights the 'Search' button. A text box provides an example: 'Subject and Course Number can be found on the website, eg LINC 101 would be Course Subject: LINC Course Number: 101'.

17. If you didn't enter a course number, you may need to scroll down to find the course in the options displayed.

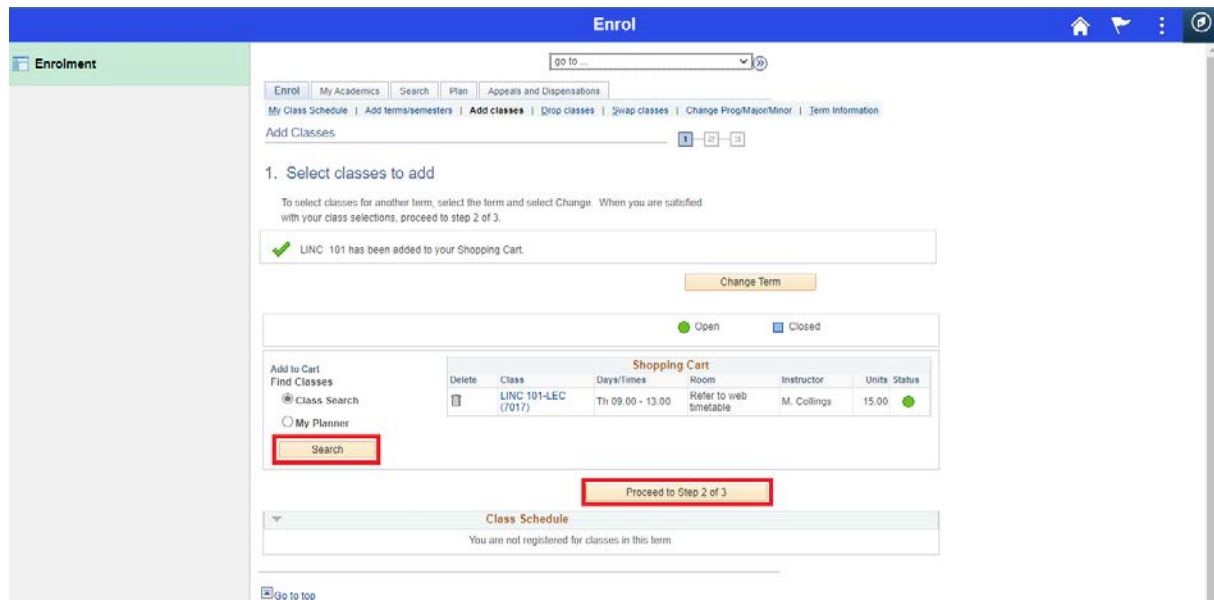
Once you have found the correct course click on 'Select'.

The screenshot shows the 'Enrolment' system interface. At the top, there is a navigation bar with 'Enrolment' and a search bar. Below the navigation bar, there are tabs for 'Enrol', 'My Academics', 'Search', 'Plan', and 'Appeals and Dispersations'. A secondary navigation bar includes links for 'My Class Schedule', 'Add terms/semesters', 'Add classes', 'Drop classes', 'Swap classes', 'Change Prog/Major/Minor', and 'Term Information'. The main content area is titled 'Add Classes' and shows 'Search Results'. It includes a 'My Class Schedule' box stating 'You are not registered for classes in this term.' and a 'Shopping Cart' box stating 'Your shopping cart is empty.' Below these, a message says 'The following classes match your search criteria Course Subject: LINC - Lincoln. Show Open Classes Only: Yes'. There are radio buttons for 'Open' (selected) and 'Closed'. Two buttons, 'New Search' and 'Modify Search', are present. A section titled '2 class section(s) found' displays two tables. The first table is for 'LINC 101 - Land, People and Economics' and contains one row: '7017 LEC-LEC Regular' with 'Th 09:00 - 13:00', 'TBA', 'Michelle Collings', '11/11/2021 - 09/12/2021', and a green status icon. The 'Select' button for this row is highlighted with a red box. The second table is for 'LINC 201 - Sustainable Futures' and contains one row: '7020 LEC-LEC Mini' with 'TBA', 'TBA', 'Staff', 'TBA', and a green status icon. Its 'Select' button is also highlighted with a red box. At the bottom, there are 'Return to Add Classes', 'New Search', and 'Modify Search' buttons.

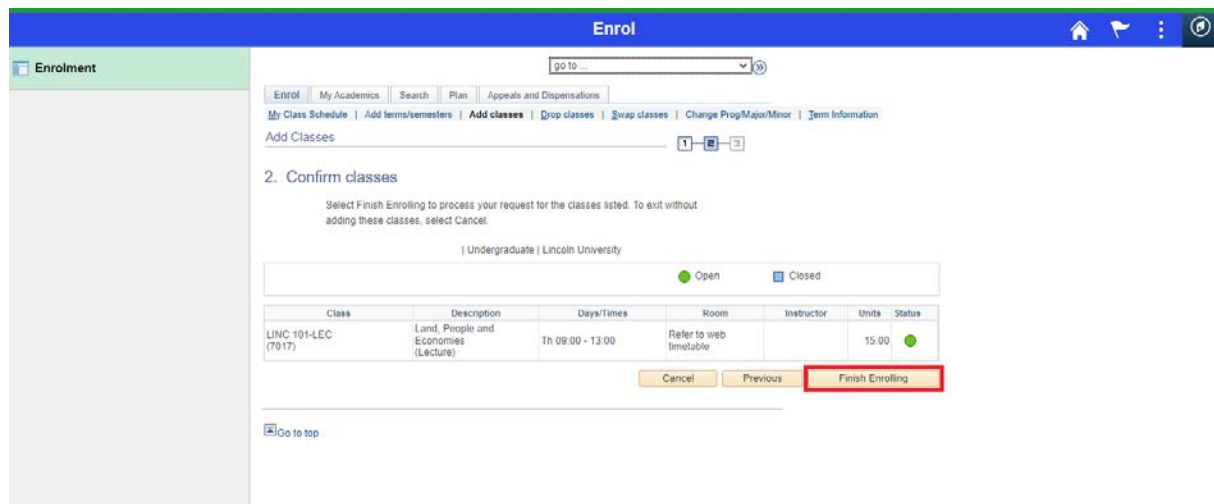
18. Click 'Next'.



The screenshot shows the 'Enrolment' system interface for 'Enrollment Preferences'. The navigation bar and secondary navigation bar are the same as in the previous screenshot. The main content area is titled '1. Select classes to add - Enrollment Preferences'. It shows 'LINC 101 - Land, People and Economics' with 'Lincoln University' as the institution. Below this, there is a 'Class Preferences' section. It displays 'LINC 101-LEC' as a 'Lecture' with an 'Open' status. The 'Permission Nbr' field is empty. The 'Session' is 'Regular Academic Session' and the 'Career' is 'Undergraduate'. The 'Grading' is 'Graded' and the 'Units' are '15.00'. At the bottom, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a red box. A 'Go to top' link is visible at the bottom left.

19. The class you have added is now in your shopping cart.
- If you want to enrol in more classes click on 'Search' again.
- If not click on 'Proceed to Step 2 of 3'.

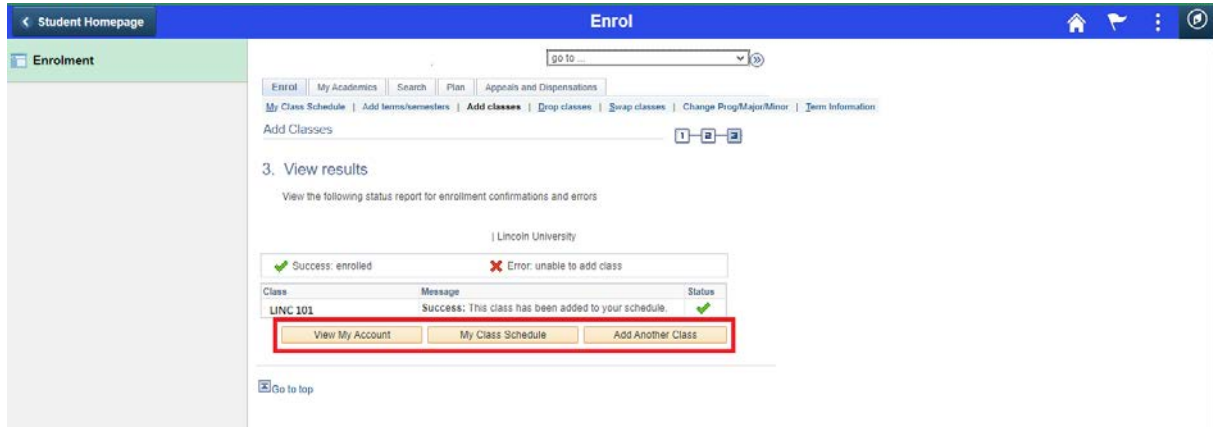


20. Once all classes have been added, click on 'Finish Enrolling'.



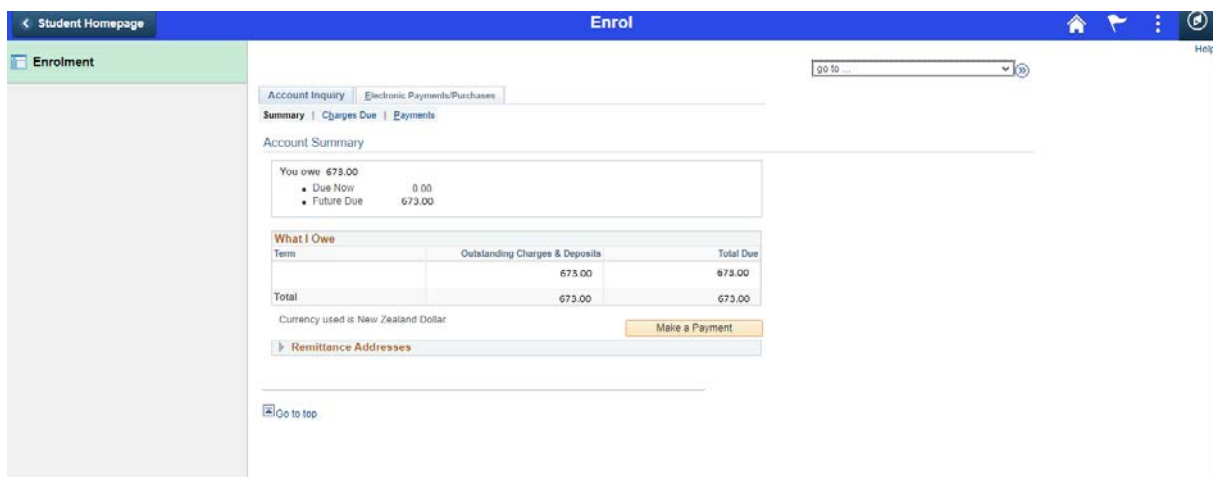
21. If the status of the class has a  you have successfully been enrolled.  
 If it has a  you have not been enrolled and there will be a message displayed advising why.

Click on [View My Account](#), [My Class Schedule](#), [Add Another Class](#) or the  button.



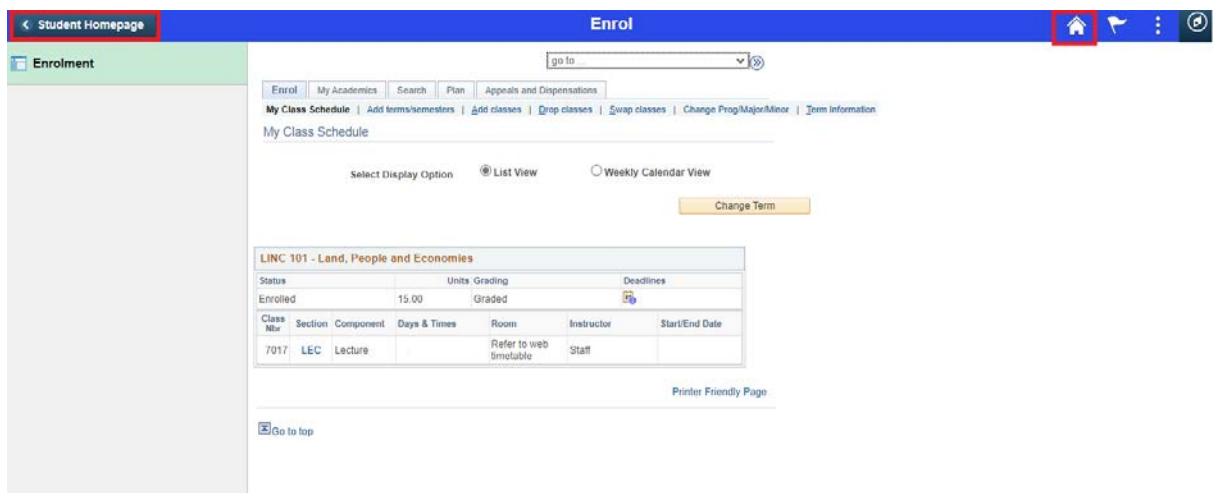
The screenshot shows the 'Enrol' page with a success message for class LINC 101. The message states: 'Success: This class has been added to your schedule.' Below the message, three buttons are visible: 'View My Account', 'My Class Schedule', and 'Add Another Class'. The 'View My Account' button is highlighted with a red box.

22. [View my Account](#) – Continue to make a payment



The screenshot shows the 'Account Summary' section of the Enrol page. It displays 'You owe: 673.00' with a breakdown of 'Due Now: 0.00' and 'Future Due: 673.00'. Below this is a table titled 'What I Owe' with columns for Term, Outstanding Charges & Deposits, and Total Due. The total amount owed is 673.00. A 'Make a Payment' button is visible at the bottom right of the account summary section.

23. [My Class Schedule](#)



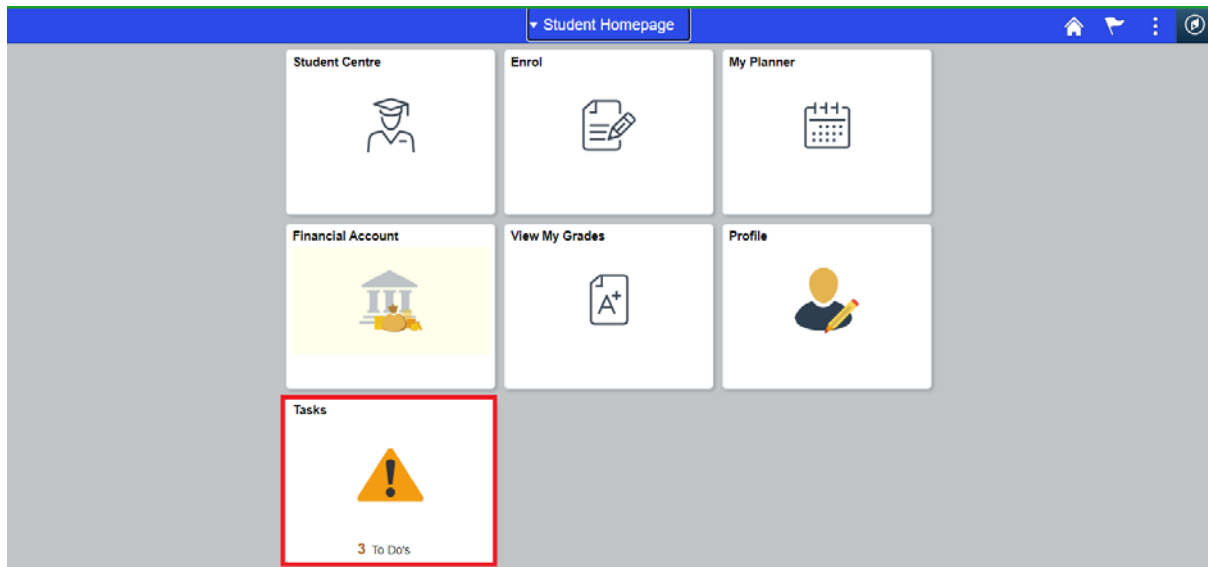
The screenshot shows the 'My Class Schedule' section of the Enrol page. It includes a 'Select Display Option' with radio buttons for 'List View' (selected) and 'Weekly Calendar View'. A 'Change Term' button is visible. Below this is a table for 'LINC 101 - Land, People and Economies' showing status, units, grading, and a list of class sections.

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
7017	LEC	Lecture		Refer to web timetable	Staff	

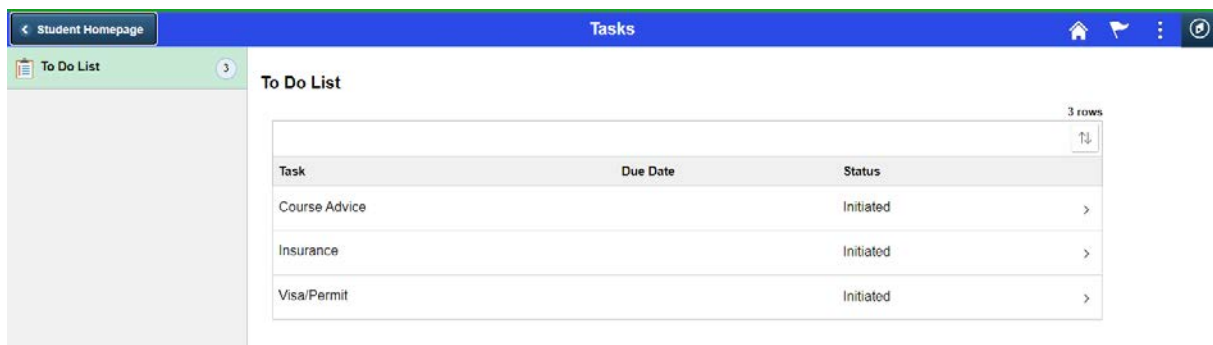


## 24. Homepage

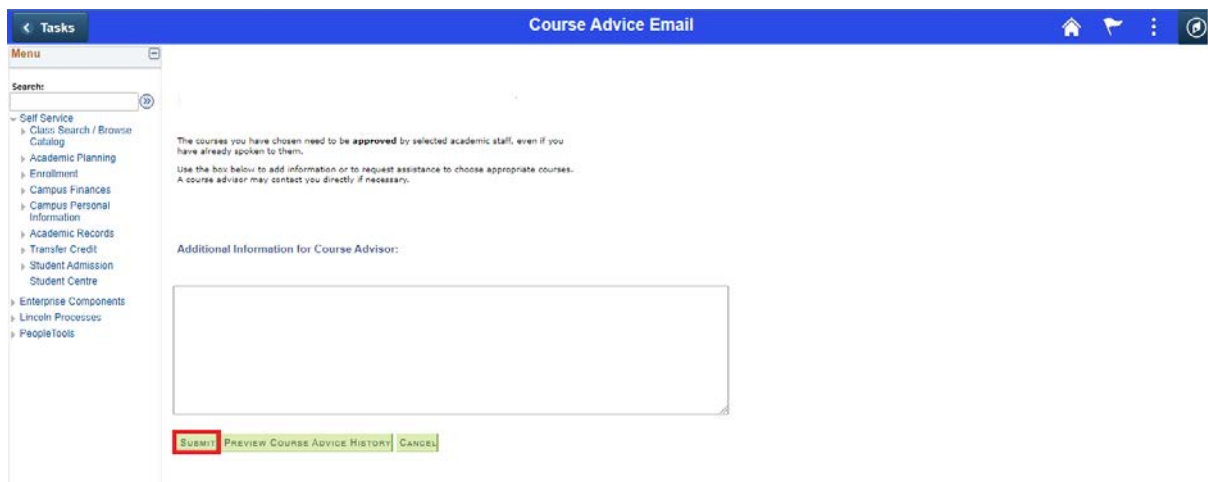
When back on the homepage, if you have not paid your fees there will be an alert on the Student Financials tile and if you still have tasks outstanding there will be an alert on the Task tile.



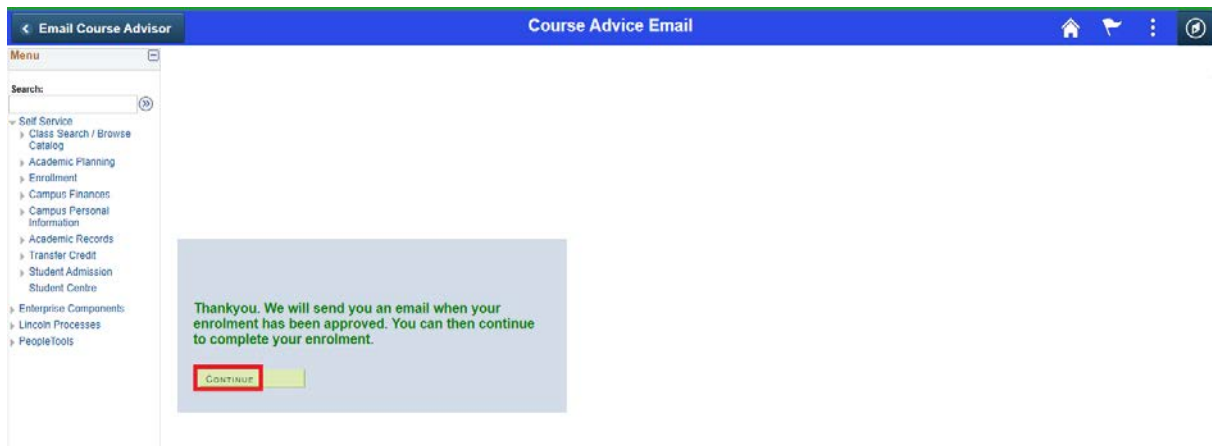
25. Depending on the qualification you are studying you may be required to have your course of study approved. Click on the Course Advice task.



26. On this page you can add information, if you wish, for your course adviser and [Submit](#)



Click [Continue](#).



You will receive an email when your Course Adviser has approved your course advice and the task will be cleared.

27. If you are an International student you will be required to have a Student Visa and Insurance and these tasks will remain until they are cleared by Student Administration.
28. If you have enrolled in courses, paid your fees (by student loan or fees free for eligible students), course advice (if applicable) been approved and have no outstanding tasks you will receive an email confirming your enrolment.

If you have any questions or need help please contact Student Administration by email at [mylinc@lincoln.ac.nz](mailto:mylinc@lincoln.ac.nz) or phone +64 3 423 0000.