



LINCOLN
UNIVERSITY

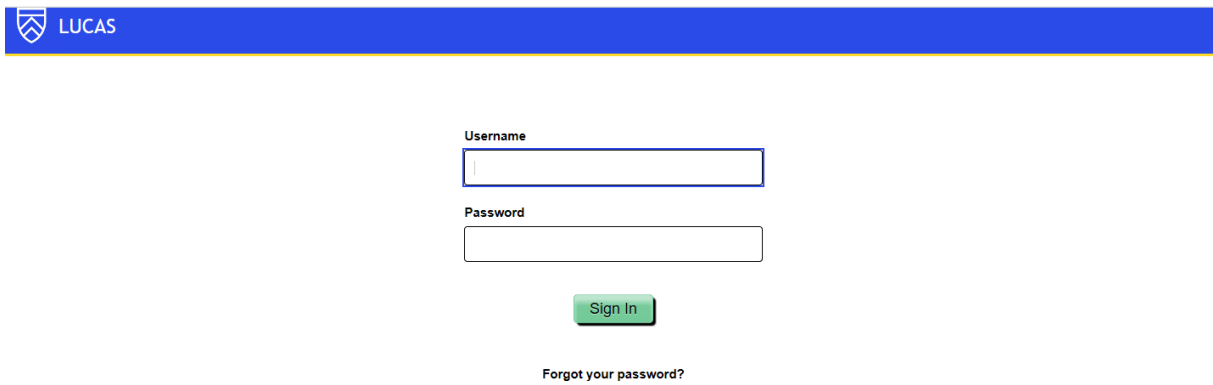
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Enrolment Student Guide

LUCAS

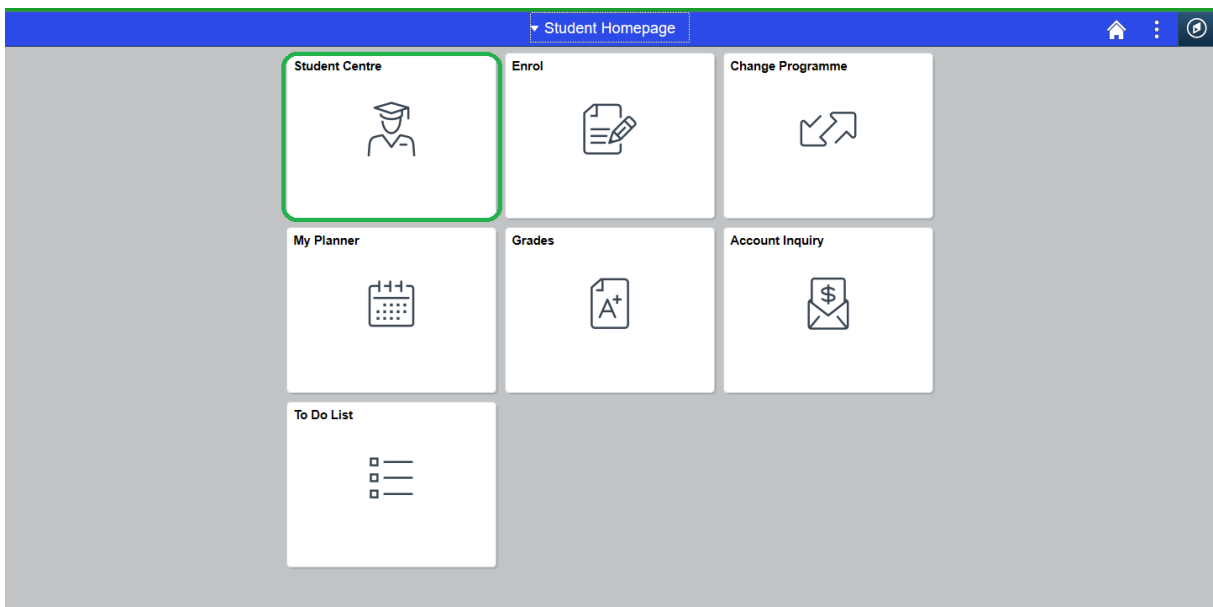


1. Log into [LUCAS](https://v-psc-prd-web1.lincoln.ac.nz/psp/ps/?cmd=login) with your username and password you received from us.
<https://v-psc-prd-web1.lincoln.ac.nz/psp/ps/?cmd=login>



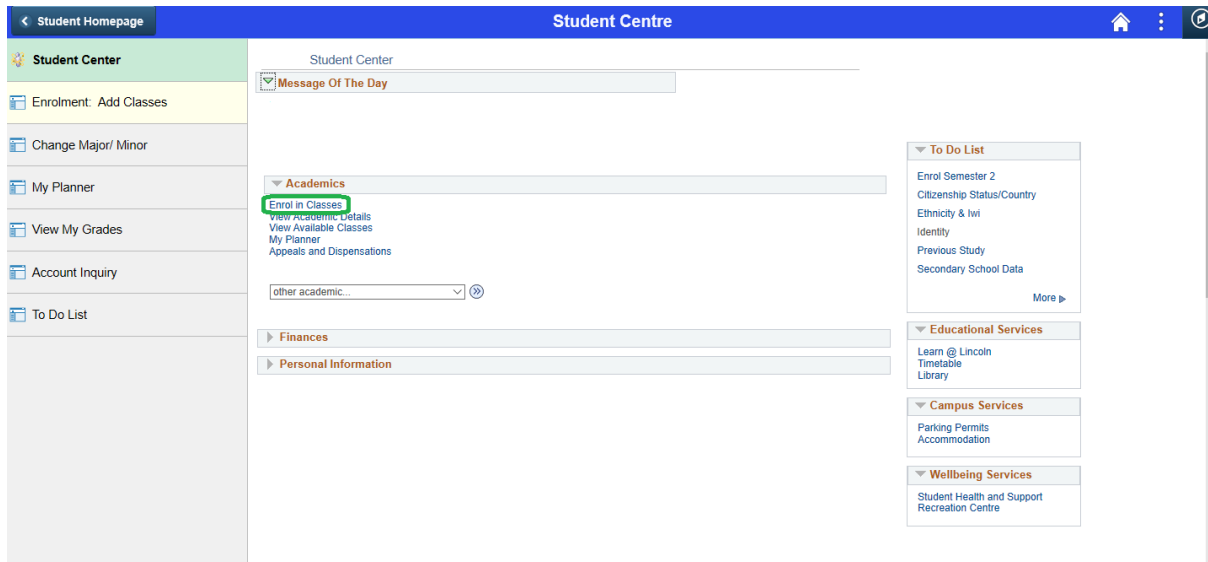
The image shows the LUCAS login page. At the top left is the LUCAS logo. Below it are two input fields: 'Username' and 'Password'. A green 'Sign In' button is centered below the fields. At the bottom, there is a link for 'Forgot your password?'.

2. Click on [Student Centre](#).

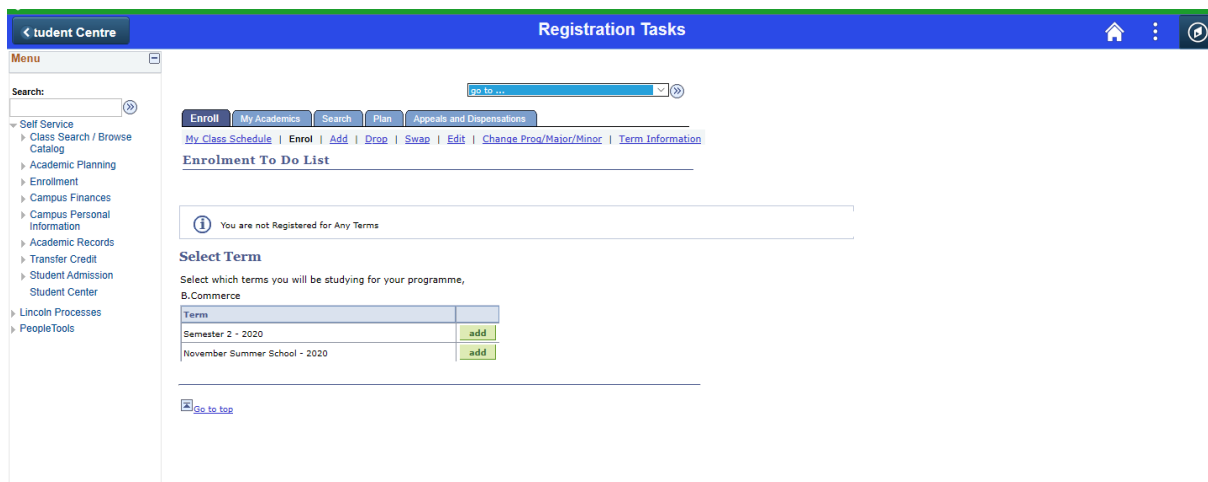


The image shows the 'Student Homepage' dashboard. The header is blue with the text 'Student Homepage' and navigation icons. The main content area is a grid of white tiles on a grey background. The tiles are: 'Student Centre' (with a graduation cap icon and a green border), 'Enrol' (with a document icon), 'Change Programme' (with a double arrow icon), 'My Planner' (with a calendar icon), 'Grades' (with an 'A+' icon), 'Account Inquiry' (with a dollar sign icon), and 'To Do List' (with a checklist icon).

3. Click on [Enrol in Classes](#).



4. Select which available term(s) you would like to enrol for, by clicking 'add' next to each Semester(s) then click 'Continue'.



5. A checklist will appear of items that need to be completed before you are enrolled.
The 🚩 will change to ✅ when each one is completed.
Click on [Add Classes](#).

Registration Tasks

Navigation: < **hecklist** Home Menu

Search: go to ...

Enroll | My Academics | Search | Plan | Appeals and Dispersations

[My Class Schedule](#) | [Enrol](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Change Prog/Major/Minor](#) | [Term Information](#)

Enrolment To Do List

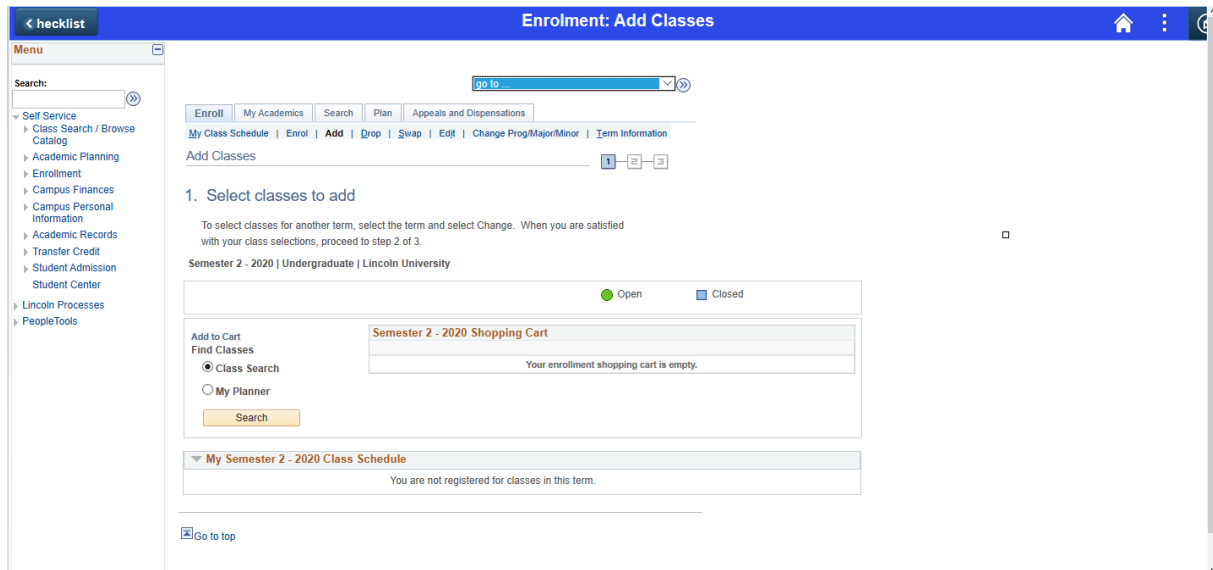
You are not currently enrolled for this term.
One or more tasks are incomplete.
Please click the link for those tasks and complete them, add all your classes, then click 'Submit'!

Semester 2 - 2020 | Undergraduate | Lincoln University [change term](#)

Add Classes	▲
Identity	▲
Citizenship Status/Country	▲
Secondary School Data	▲
Ethnicity & Ivi	▲
Previous Study	▲
Address	▲
Email	▲
Phone	▲
Emergency Contact	▲
Prior Activity	▲
Prior Residence	▲
Expected Completions	▲
Disability	▲
Declaration	▲
Course Advice	✓
Visa/Permit	▲
Insurance	▲
Payment	▲
Programme/Major/Minor Changes	✓
SUBMIT	▲

[go to top](#)

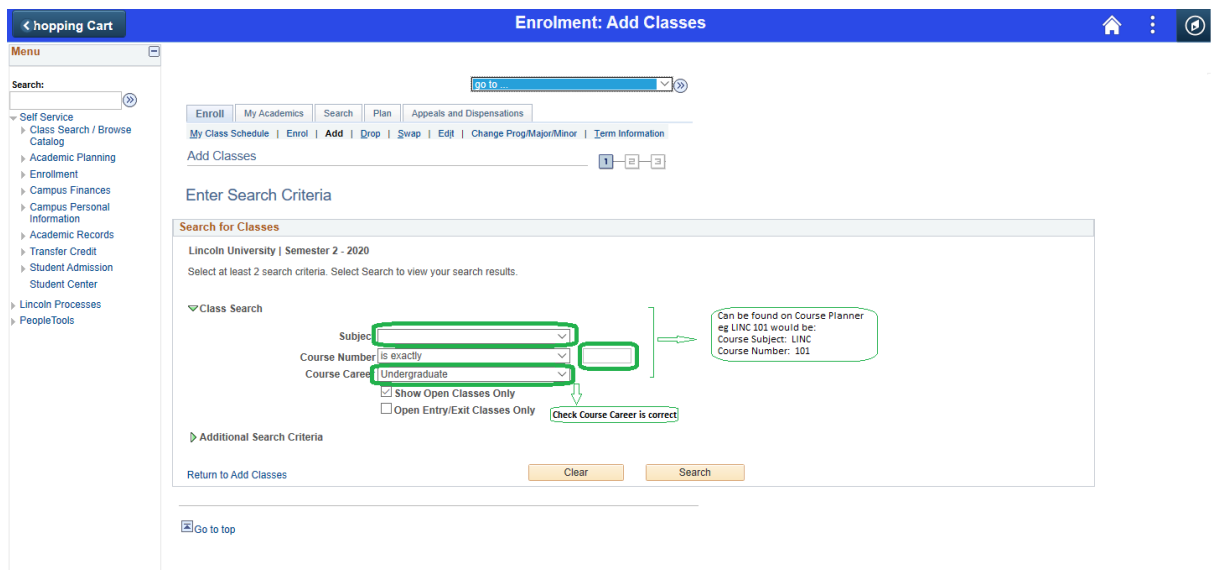
6. Click 'Search' to begin selecting your classes.



7. 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'.



- 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: Add Classes' interface. At the top, there's a navigation bar with 'hopping Cart' and 'Enrolment: Add Classes'. Below this is a search bar with 'go to' and a search icon. The main content area is titled 'Search Results' and shows 'Lincoln University | Semester 2 - 2020'. It includes buttons for 'My Class Schedule' and 'Shopping Cart'. A message states 'You are not registered for classes in this term.' Below this, it says 'The following classes match your search criteria Course Subject: ACCT - Accounting, Course Number is exactly '101', Show Open Classes Only: Yes'. There are radio buttons for 'Open' (selected) and 'Closed'. A 'Return to Add Classes' button is present. The search results show '1 class section(s) found' for 'ACCT 101 - Accounting Fundamentals'. A table lists the class sections with columns for Class, Section, Days & Times, Room, Instructor, Meeting Dates, and Status. The 'Select' button for the first row is highlighted in a green box.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
6352	LEC-LEC Regular	Mo 12.00PM - 1.00PM Tu 12.00PM - 1.00PM Th 12.00PM - 1.00PM Th 3.00PM - 6.00PM	TBA TBA TBA	Alyson Gardner, Azi Nilipour Tabatabaee, Carol Cheong, Pamela Benbow Azi Nilipour Tabatabaee, Carol Cheong, Pamela Benbow Azi Nilipour Tabatabaee, Carol Cheong, Pamela Benbow	13/07/2020 - 12/10/2020 14/07/2020 - 13/10/2020 16/07/2020 - 15/10/2020 16/07/2020 - 15/10/2020	●

- Click 'Next'.

The screenshot shows the 'Enrollment Preferences' screen for 'ACCT 101-LEC'. It displays 'Lecture' with an 'Open' status. The 'Permission Nbr' field is empty. Below this, it shows 'Session Regular Academic Session' and 'Career Undergraduate'. The 'Grading' is 'Graded' and 'Units' is '15.00'. At the bottom, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted in a green box.

10. 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'.

The screenshot shows the 'Enrolment: Add Classes' page. The 'Shopping Cart' section displays the following table:

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ACCT 101-LEC (6352)	Mo 12:00PM - 1:00PM Tu 12:00PM - 1:00PM Th 12:00PM - 1:00PM Th 3:00PM - 6:00PM	Refer to web timetable Refer to web timetable Refer to web timetable Refer to web timetable	P. Benbow, C. Cheong, A. Gardner, A. Nilipour Tabatabaei	15.00	



Below the table, the 'Proceed to Step 2 of 3' button is highlighted with a green box.

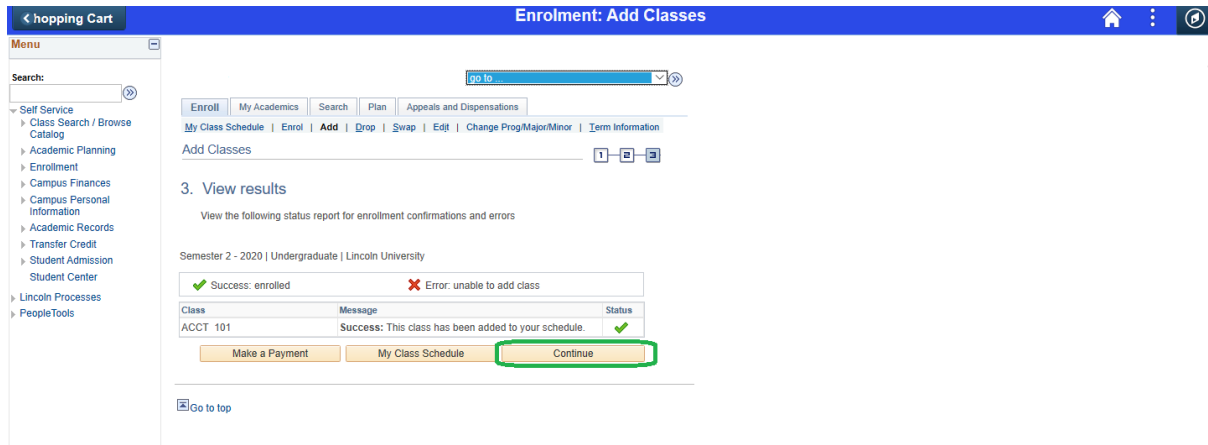
11. Once all classes have been added, click on 'Finish Enrolling'.


The screenshot shows the 'Enrolment: Add Classes' page at the 'Confirm classes' step. The table below shows the class details:


Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 101-LEC (6352)	Accounting Fundamentals (Lecture)	Mo 12:00PM - 1:00PM Tu 12:00PM - 1:00PM Th 12:00PM - 1:00PM Th 3:00PM - 6:00PM	Refer to web timetable Refer to web timetable Refer to web timetable Refer to web timetable	P. Benbow, C. Cheong, A. Gardner, A. Nilipour Tabatabaei	15.00	

At the bottom of the table, the 'Finish Enrolling' button is highlighted with a green box.

12. 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 'Continue'.



13. You should now have a  next to the checklist item [Add Classes](#).

There is now personal information you will need to check or complete, before you can complete your enrolment. Click on each link with a yellow triangle  beside it, and check the details or answer the question.

If you see checklist items that are not activated, these are items Student Administration require to make sure your documentation meets enrolment criteria. Here are some examples:

- Identity
- Entrance qualification
- Visa (international students)
- Insurance (international students)

Registration Tasks

Student Centre

Menu

Search: go to ...

Enroll My Academics Search Plan Appeals and Dispositions

My Class Schedule | Enrol | Add | Drop | Swap | Edit | Change Prog/Major/Minor | Term Information

Enrolment To Do List

You are not currently enrolled for this term. One or more tasks are incomplete. Please click the link for those tasks and complete them, add all your classes, then click 'Submit'.

Semester 2 - 2020 | Undergraduate | Lincoln University [change term](#)

- [Add Classes](#) ✓
- [Identity](#) ▲
- [Citizenship Status/Country](#) ▲
- [Secondary School Data](#) ▲
- [Ethnicity & Iwi](#) ▲
- [Previous Study](#) ▲
- [Address](#) ▲
- [Email](#) ▲
- [Phone](#) ▲
- [Emergency Contact](#) ▲
- [Prior Activity](#) ▲
- [Prior Residence](#) ▲
- [Expected Completions](#) ▲
- [Disability](#) ▲
- [Declaration](#) ▲
- [Course Advice](#) ✓
- [Visa/Permit](#) ▲
- [Insurance](#) ▲
- [Payment](#) ▲
- [Programme/Major/Minor Changes](#) ✓

[SUBMIT](#) ▲

[go to top](#)

14. The final process is payment.

Click on the 'Payment' link on the Checklist.

The next page will display your fees.

Click 'Next' if they are all correct.

Registration Tasks

hecklist

Menu

Search: go to ...

Enroll My Academics Search Plan Appeals and Dispositions

My Class Schedule | Enrol | Add | Drop | Swap | Edit | Change Prog/Major/Minor | Term Information

Payment Summary

Your selected classes and tuition fees are displayed below. Before continuing, you should ensure that you have finished adding terms and classes to your programme.

Click Add Term to add another term to your programme.
Click Add Classes to add classes to your programme.
Click Next to pay for your tuition fees, or to specify how your fees will be paid.

[Return to Registration To Do List](#) [ADD TERM](#) [ADD CLASSES](#) [NEXT](#)

Classes Selected

Semester 2 - 2020 | Undergraduate | Lincoln University

Class	Description	Days/Times	Room	Instructor	Units
ACCT 101-LEC (6352)	Accounting Fundamentals (Lecture)	Mo 12:00PM - 1:00PM Tu 12:00PM - 1:00PM Th 12:00PM - 1:00PM Th 2:00PM - 6:00PM	Refer to web timetable Refer to web timetable Refer to web timetable Refer to web timetable	D. Benbow, C. Cheong, A. Gardner, A. Hillpou, Tabatabaei	15.00

Fees Calculated

Semester 2 - 2020 Tuition -	182.00
Total Cost of Tuition -	182.00

Account Summary

You owe 3,744.50.

- Due Now 0.00
- Future Due 3,744.50

What I Owe

Term	Outstanding Charges & Deposits	Pending Payments	Total Due
Semester 2 - 2020	3,744.50		3,744.50
Total	3,744.50		3,744.50

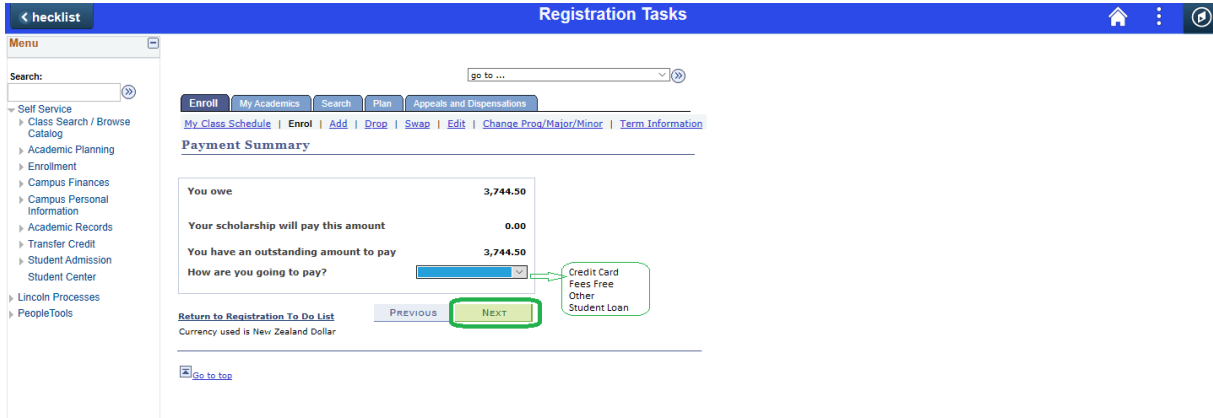
Currency used is New Zealand Dollar [NEXT](#)

[go to top](#)


15. Select the Payment option using 'How are you going to pay' drop box.

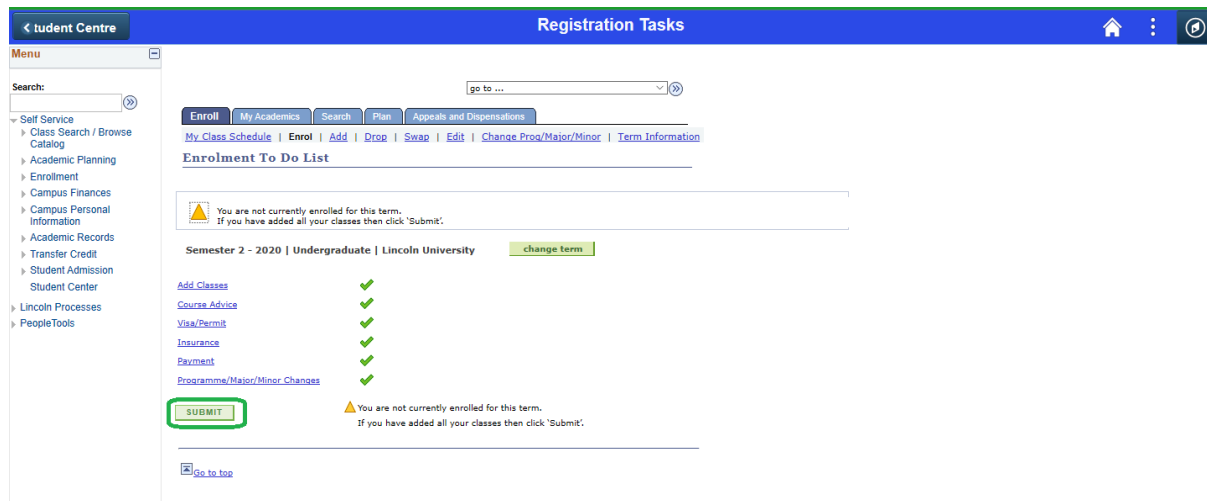
Once selected click 'Next'.

Depending on the option you select different pages will display. Complete these pages.



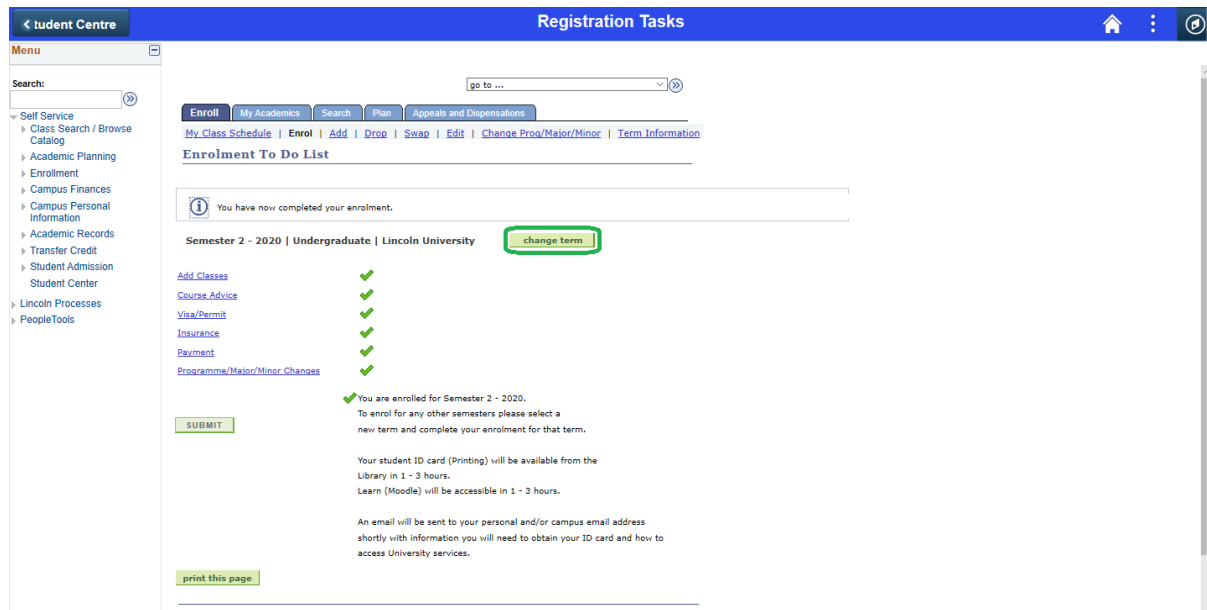
Domestic Students: If you think you are eligible for fees free and are also applying for a student loan with Studylink, please select NO to fees when completing your application with Studylink.

16. You should now have  against all checklist items, excluding 'Submit' which will now be highlighted for you to click on.



The screenshot shows the 'Registration Tasks' page in the Student Centre. The 'Enrolment To Do List' for Semester 2 - 2020 | Undergraduate | Lincoln University is displayed. A warning message states: 'You are not currently enrolled for this term. If you have added all your classes then click 'Submit''. Below this, a list of tasks is shown with green checkmarks: Add Classes, Course Advice, Visa/Permit, Insurance, Payment, and Programme/Major/Minor Changes. The 'SUBMIT' button is highlighted with a green box. A 'change term' button is also visible.

17. Your enrolment for the selected semester is now complete. Select 'Change Terms' to continue for another semester.



The screenshot shows the 'Registration Tasks' page in the Student Centre. The 'Enrolment To Do List' for Semester 2 - 2020 | Undergraduate | Lincoln University is displayed. A message states: 'You have now completed your enrolment.' Below this, a list of tasks is shown with green checkmarks: Add Classes, Course Advice, Visa/Permit, Insurance, Payment, and Programme/Major/Minor Changes. The 'change term' button is highlighted with a green box. A 'SUBMIT' button is also visible. Additional information includes: 'Your student ID card (Printing) will be available from the Library in 1 - 3 hours. Learn (Moodle) will be accessible in 1 - 3 hours. An email will be sent to your personal and/or campus email address shortly with information you will need to obtain your ID card and how to access University services.' A 'print this page' button is also present.

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