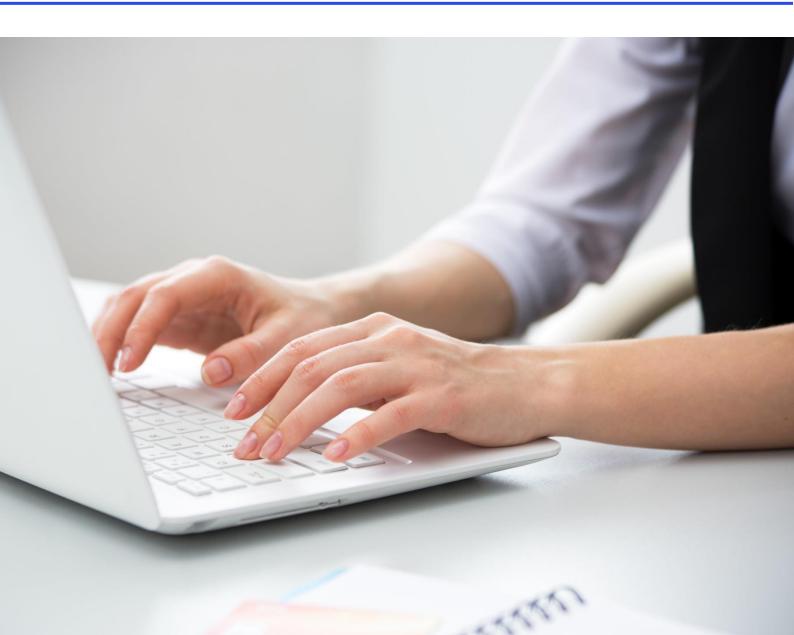


Enrolment Student Guide



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

u L	Jsername
Pi	2assword
	Sign In
	Forgot your password?

2. Click on Student Centre.

	✓ Student Homepage		â	٥
Student Centre	Enrol	Change Programme		
) M		۲ <u>ک</u>		
My Planner	Grades	Account Inquiry		
	ĨA⁺	\$		
To Do List 				

3. Click on Enrol in Classes.

< Student Homepage	Student Centre		â	:	Ø
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Enrolment: Add Classes	Elimessate of the nak				
📄 Change Major/ Minor		To Do List			
🔚 My Planner	Academics Enrol in Classes	Enrol Semester 2 Citizenship Status/Country			
🔚 View My Grades	View Available Classes Wy Planner	Ethnicity & Iwi Identity Previous Study			
Account Inquiry		Secondary School Data			
🛅 To Do List		More Teducational Services			
		Learn @ Lincoln Timetable Library			
		Campus Services Parking Permits			
		Accommodation			
		Wellbeing Services			
		Student Health and Support Recreation Centre			

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

tudent Centre	Registration Tasks	â	۲
Menu 🖃			
Menu Search: Search: Search: Search / Browse Catalog > Academic Planning > Enroliment > Campus Personal Information > Academic Records > Transfer Credit > Student Admission Student Center > Lincoln Processes > People Tools	Image:		

5. A checklist will appear of items that need to be completed before you are enrolled.

The \triangle will change to \checkmark when each one is completed.

Click on Add Classes.

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	Image: Search Plan Appendes and Dispensations My Class Schedule Enrol Add Plan My Class Schedule Enrol Add Plan Image: Schedule Enrol Add Plan My Class Schedule Enrol Add Plan Image: Schedule Enrol Add Plan My Class Schedule Enrol Add Plan Schedule Enrol Add Plan Moderner: Schedule Enrol Add Schedule Enrol Add all your classes, then click 'Submit'. Searce Change term Change term Add Classes A A Enroline Status/Country A A Standary Schedule Data A A Address A A Enroline Classes A A Enroline Status/Country A A Process Staty A A Process Staty A A Process Staty A A Enrestery Contast A <	
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6. Click 'Search' to begin selecting your classes.

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 Lincoln Processes PeopleTools 	Add to Cart Find Classes Class Search My Planner Search Wy Semester 2 - 2020 Class S	Open Closed Semester 2 - 2020 Shopping Cart Your enroltment shopping cart is empty. Chedule You are not registered for classes in this term.			
					~

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'.

K hopping Cart	Enrolment: Add Classes	â	:	Ø
Menu Search: Self Service Catalog Academic Planning Catnois Cannois C	Enroll Mr/Academics Search Plan Appeals and Dispensations Mr/Class Schedule Errol Add Drop Swap Edit Change Prog/Major/Minor Term Information Add Classes I - = - = Enter Search Criteria			-
Campus Personal Information Academic Records Transfer Credit Student Admission Student Center	Search for Classes Lincoln University Semester 2 - 2020 Select at least 2 search criteria. Select Search to view your search results.			
 Lincoln Processes PeopleTools 	Class Search Subjec Course Number is exactly Course Number is exactly Course Career Undergraduate Show Open Classes Only Open Entry/Exit Classes Only Open Entry/Exit Classes Only Course Career is correct			
	Additional Search Criteria Return to Add Classes Clear Search			
	E Go to top			

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

Enrolment: Add Classes **?** < hopping Cart Ξ Search: $\sim \otimes$ go t **>** Self Service
 Cass Search / Browse
 Catalog
 Academic Planning
 Enrollment
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 My Class Schedule
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 Term Information
 Add Classes 1-2-3 Campus Finances
 Campus Personal
 Information Search Results Academic Records
 Transfer Credit
 Student Admission Student Center Lincoln University | Semester 2 - 2020 My Class Schedule Shopping Cart You are not registered for classes in this term. Your shopping cart is empty. Lincoln Processes
 PeopleTools The following classes match your search criteria Course Subject: ACCT - Accounting, Course Number is exactly '101', Show Open Classes Only: Yes Open Closed New Search Modify Search Return to Add Classes 1 class section(s) found ▼ACCT 101 - Accounting Fundamentals Instructor Alyson Gardner, Azi Nilipour Tabatabaei, Carol Cheong, Pamela Benbow Azi Nilipour Tabatabaei, Carol Cheong, Pamela Benbow Azi Nilipour Tabatabaei, Ocard Okorpo Class Section Days & Times Room Meeting Dates Status Mo 12:00PM -1:00PM TBA 1:00PM TBA 1:00PM TBA Th 12:00PM TBA 1:00PM TBA Th 3:00PM 6:00PM 13/07/2020 12/10/2020 14/07/2020 13/10/2020 16/07/2020 6352 LEC-LEC Regular Select 15/10/202 Tabatabaei, Carol Cheong, Pamela Benbo Azi Nilipour Tabatabaei, Carol Cheong, Pamela Benbo 15/10/2020 New Search Modify Search Return to Add Classes Go to top

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

9. Click 'Next'.

≪ hopping Cart	Enrolment: Add Classes	Â	:	Ø
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Student Center Lincoln Processes PeopleTools	ACCT 101-LEC Lecture Open Permission Nbr Session Regular Academic Session Grading Graded Career Undergraduate Units 15.00			
	E Go to top			

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'.

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	Wy Semester 2 - 2020 Clas		are not registere	ed for classes in this ter					

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

< hopping Cart				Enrolment: Add	Classes			(
lenu E	I							
Self Service > Class Search / Browse Catalog > Academic Planning > Enrollment > Campus Finances > Campus Personal Information > Academic Records > Transfer Credit	Add Classes 2. Confirm class Select Finish Enroll adding these classe	anrol Add Drop SSES ing to process your requires, select Cancel.	Swap Edit Change Pro	yMajor/Minor <u>T</u> erm Informa				
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PeopleTools	Class	Description	Days/Times	Room	Instructor	Units Status		
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				Cancel	Previous Finis	sh Enrolling		
	I Go to top							

12. If the status of the class has a vou have successfully been enrolled.

If it has a X you have not been enrolled and there will be a message displayed advising why. Click on 'Continue'.

Menu Search: Search: Soft Service Soft Service	Search: Ip to Set: Service Ip to Class Search / Browse Catalog Enroll My Academics Search / Plan Appeals and Dispensations J. Cademics Planning My Class Schedule Enrol Add Iprop Swap Edit Change Prog Major/Minor Isem Information J. Carpus Finances Image Program J. Subdent Admission Semester 2 - 2020 Undergraduate Lincoln University Student Admission Success: enrolled Image Program J. Incoln Processes Message Status ACCT 101 Success: This class has been added to your schedule. Image Program	≪ hopping Cart	Enrolment: Add Classes	
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Make a Payment My Class Schedule Continue	Make a Payment My Class Schedule Continue	People loois		
			Make a Payment My Class Schedule Continue	

13. You should now have a rext 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 \land 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)

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Academic Planning Enrollment	Enforment To Do List		
Campus Finances			
Campus Personal	You are not currently enrolled	or this term.	
Information	One or more tasks are incomp	ete. asks and complete them, add all your classes, then click `Submit'.	
Academic Records Transfer Credit			
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coin Processes	Add Classes Identity		
opleTools	Citizenship Status/Country		
	Secondary School Data		
	Ethnicity & Iwi		
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	Email		
	Phone		
	Emergency Contact		
	Prior Activity		
	Prior Residence		
	Expected Completions		
	Disability		
	Declaration		
	Course Advice		
	<u>Visa/Permit</u>		
	Insurance		
	Payment		
	Programme/Major/Minor Changes		
	SUBMIT		
	E 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.

< hecklist					Registratio	n Tasks	S				â	:	٢
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	Your selected cl Before continuit your programm Click Add Term Click Add Class Click Next to pa <u>Return to Regis</u> Classes Sel	asses and tuition fees are ig, you should ensure that e. to add another term to yo is to add classes to your p is to add classes to your p y for your tuition fees, or tration To Do List	t you have finished ad our programme. programme. to specify how your fr ADD TERM	ADD CLAS	d.								
	Class	Description	Days/Times	Room	Instructor	Inits							- 1
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	Fees Calcu	lated											- 1
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	Total Cost of		182.	00									- 6
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	Semester 2 - 1 Total	2020	3,744.50 3,744.50		3,74								- 1
	Currency used	s New Zealand Dollar			Next								
	So 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.

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	Return to Registration To Do List Currency used is New Zealand Dollar			

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

16. You should now have *signal and the second stress of the second stre*

< tudent Centre	Registration Tasks	A : Ø
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Campus Finances Campus Personal Information Academic Records	You are not currently enrolled for this term. If you have added all your classes then click 'Submit'.	
Transfer Credit Student Admission Student Center	Semester 2 - 2020 Undergraduate Lincoln University change term	
Lincoln Processes PeopleTools	Course Advices Visa/Permit	
	Insurance Rexment Programme/Major/Minor Changes	
	SUBMIT	
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17. Your enrolment for the selected semester is now complete. Select 'Change Terms' to continue for another semester.

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	SUBMIT To errol for any other semestar 2 - 2020. To errol for any other semestars please select a new term and complete your enrolment for that term. Your student ID card (Printing) vill be available from the Library in 1 - 3 hours. Learn (Moodle) vill be accessible in 1 - 3 hours. An email will be sent to your personal and/or campus email address abortly with information you vill need to obtain your ID card and how to access University services.			
	print this page			

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