



Lincoln University

Te Whare Wānaka o Aoraki

AOTEAROA • NEW ZEALAND

New Zealand's specialist **land-based** university

Online LUCAS Enrolment

Student Guide

Want to find out more?

www.lincoln.ac.nz

0800 10 60 10



New Zealand's specialist **land-based** university

This page has been intentionally left blank.

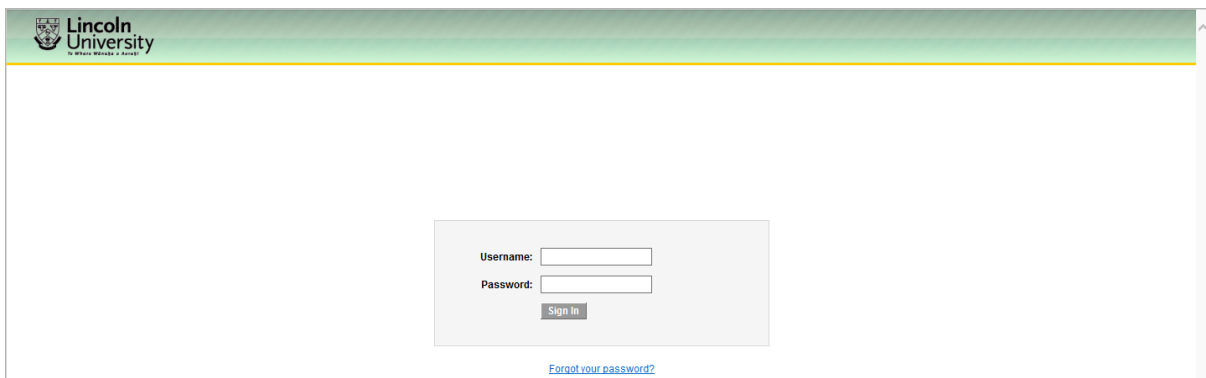
Want to find out more?

www.lincoln.ac.nz
0800 10 60 10

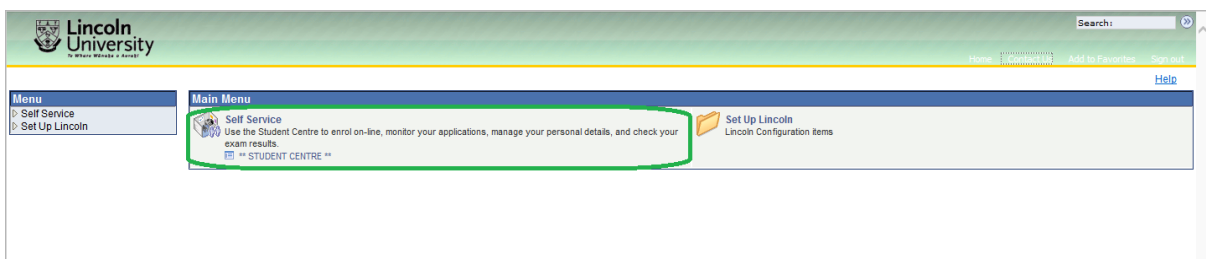


New Zealand's specialist land-based university

1. Log into LUCAS with your supplied username and password.



2. Click on Student Centre



3. Click on Enrol in Classes Link



- Select which available term(s) you would like to enrol for, by clicking 'add' to corresponding Semester(s) then click 'Continue'

Lincoln University

Menu: Self Service, STUDENT CENTRE, Set Up Lincoln

Enrol My Academics Search My Planner Appeals and Dispersations

my class schedule enrol add drop swap change prog/major/minor expected completion term

Enrolment To Do List

i You are not Registered for Any Terms

Select Term

Select which terms you will be studying for your programme,
D.Agriculture

Term	
Semester 1 - (Year)	add
Semester 2 - (Year)	add
November Summer School - (Year)	add

Enrol My Academics Search My Planner Appeals And Dispersations

My_Class_Schedule Enrol Add Drop Swap Change_Prog/major/minor Expected_Completion_Term

go to ...

- 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.

Lincoln University

Menu: Self Service, STUDENT CENTRE, Set Up Lincoln

Enrol My Academics Search My Planner Appeals and Dispersations

my class schedule enrol add drop swap change prog/major/minor expected completion term

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 1 - (Year) | Sub Degree | Lincoln University [change term](#)

[Add Classes](#)

[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](#)

[Payment](#)

[Programme/Major/Minor Changes](#)

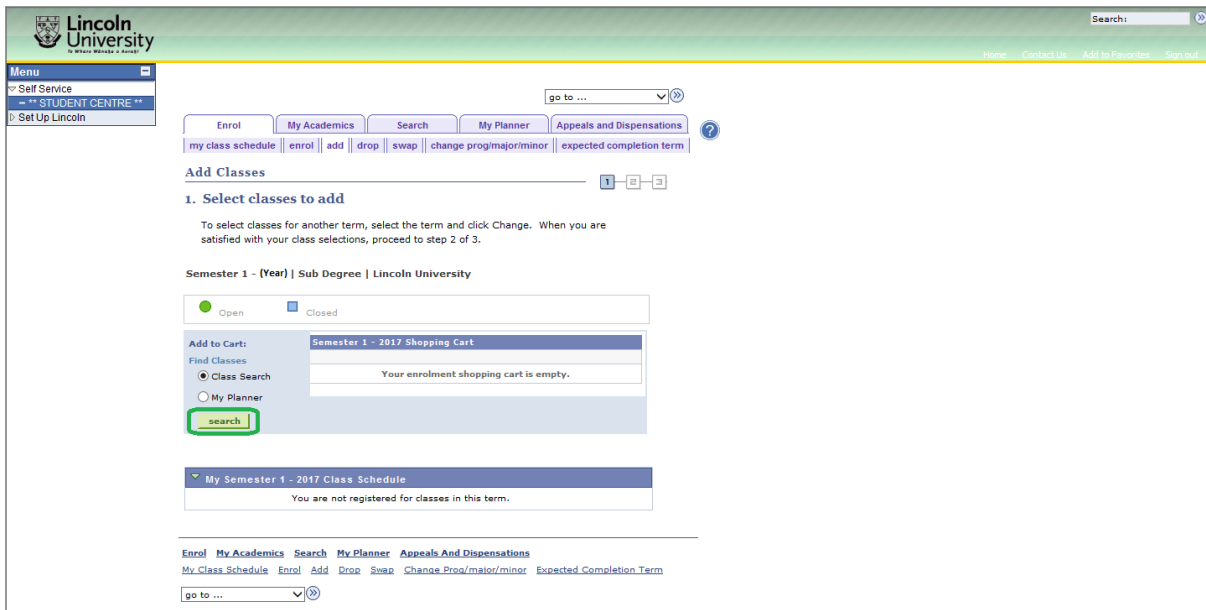
[SUBMIT](#)

Enrol My Academics Search My Planner Appeals And Dispersations

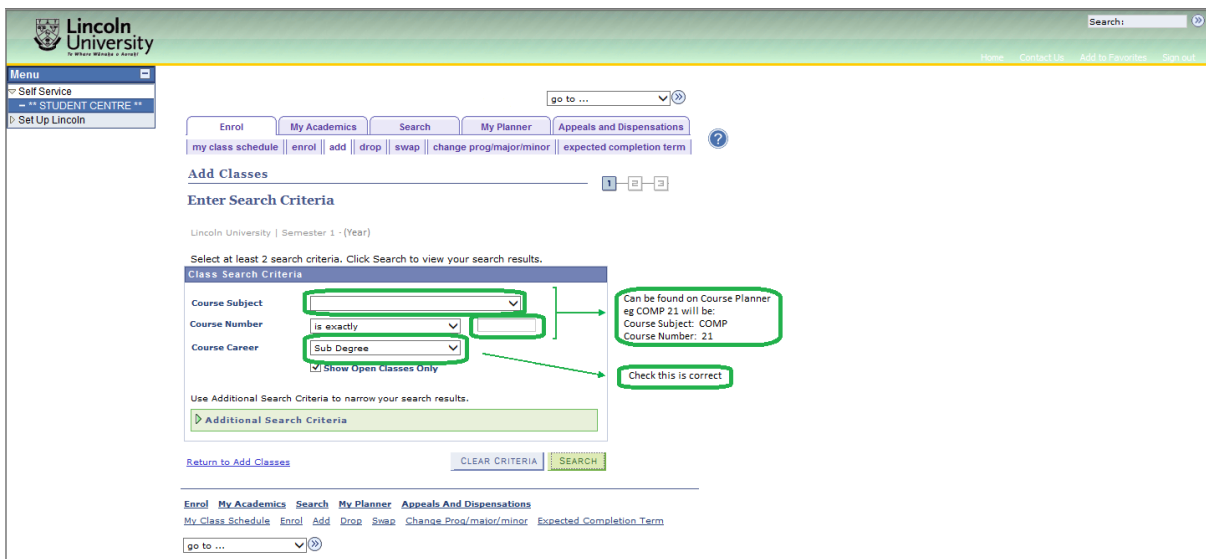
My_Class_Schedule Enrol Add Drop Swap Change_Prog/major/minor Expected_Completion_Term

go to ...

6. Click 'Search' to begin selecting your classes



7. To find 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'



8. If you didn't enter a course number, you may need to scroll down to find your selection. Once you have found the correct course click on 'Select Class'

The screenshot shows the 'Add Classes' page on the Lincoln University portal. The search results section is titled 'COMP 21 - Computing and Communication'. It lists two sections: 'LEC-LEC(2408)' and 'TELF-LEC(2430)'. Each section has a 'select class' button highlighted with a green box. A green arrow points to these buttons with the text: 'Select class based on where you are studying, i.e. Lincoln or Telford'. The page also includes navigation tabs like 'Enrol', 'My Academics', 'Search', 'My Planner', and 'Appeals and Dispositions', along with a search bar and a 'go to...' dropdown menu.

9. Click 'Next'

The screenshot shows the 'Enrolment Preferences' screen for the selected class. The page title is '1. Select classes to add - Enrolment Preferences'. It displays details for 'COMP 21-LEC' (Lecture, Open status) with a 'Permission Nbr' field. Below this, it shows 'Session Regular Academic Session' and 'Career Sub Degree' with a 'Units' field set to '15.00'. At the bottom, there are 'CANCEL' and 'NEXT' buttons, with the 'NEXT' button highlighted by a green box. The page also features the same navigation tabs and search bar as the previous screenshot.

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

Lincoln University

Menu

- Self Service
- STUDENT CENTRE
- Set Up Lincoln

Home Contact Us Add to Favorites Sign out

go to ...

Enrol My Academics Search My Planner Appeals and Dispositions

my class schedule enrol add drop swap change prog/major/minor expected completion term

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ **COMB 21 has been added to your Shopping Cart.**

Semester 1 - (Year) | Sub Degree | Lincoln University

Open Closed

Add to Cart: Semester 1 - 2017 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Credits	Status
	COMB 21-LEC (2408)	TBA	Refer to web timetable	P. Benbow, J. Reader	15.00	

Find Classes

Class Search My Planner

search

PROCEED TO STEP 2 OF 3

My Semester 1 - 2017 Class Schedule

You are not registered for classes in this term.

Enrol My Academics Search My Planner Appeals And Dispositions

My Class Schedule Enrol Add Drop Swap Change Prog/major/minor Expected Completion Term

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

Lincoln University

Menu

- Self Service
- STUDENT CENTRE
- Set Up Lincoln

Home Contact Us Add to Favorites Sign out

go to ...

Enrol My Academics Search My Planner Appeals and Dispositions

my class schedule enrol add drop swap change prog/major/minor expected completion term

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Semester 1 - (Year) | Sub Degree | Lincoln University

Open Closed



Class	Description	Days/Times	Room	Instructor	Credits	Status
COMB 21-LEC (2408)	Computing and Communication (Lecture)	TBA	Refer to web timetable	P. Benbow, J. Reader	15.00	

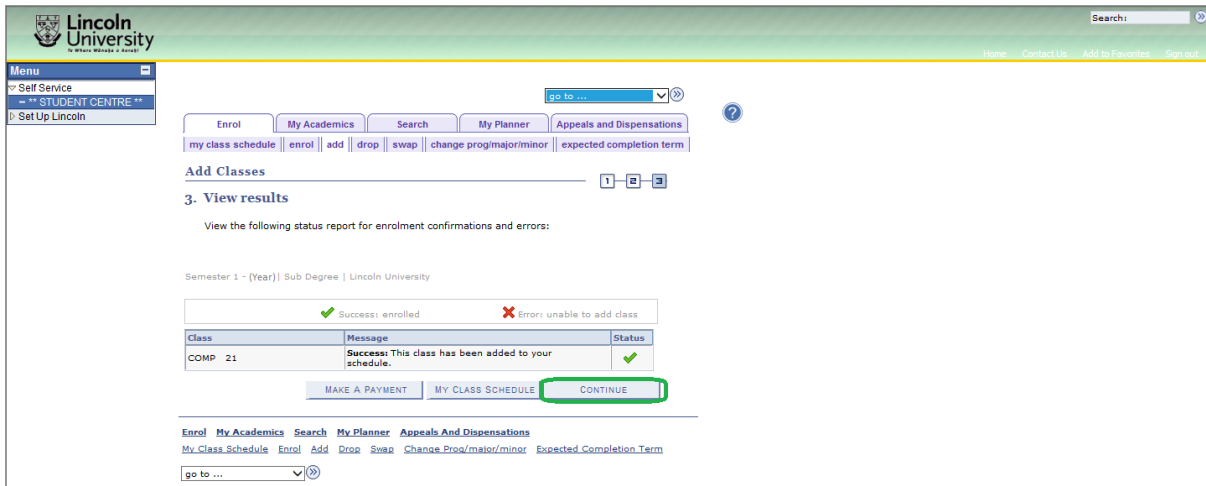
CANCEL PREVIOUS **FINISH ENROLLING**

Enrol My Academics Search My Planner Appeals And Dispositions



My Class Schedule Enrol Add Drop Swap Change Prog/major/minor Expected Completion Term

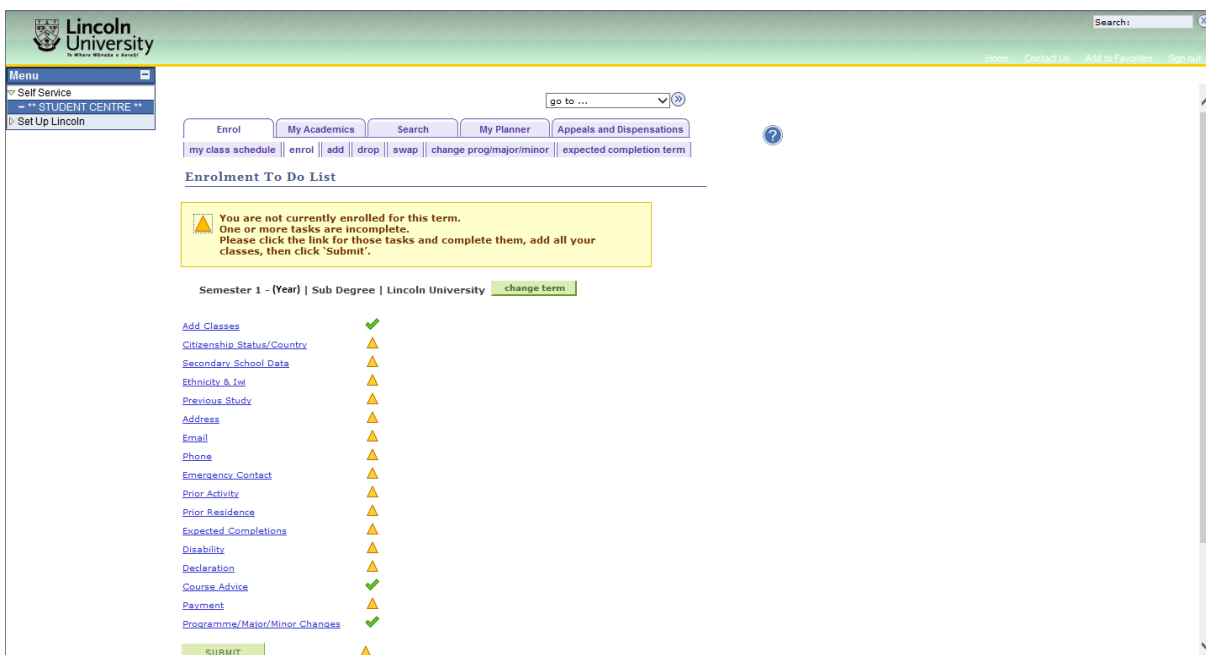
go to ...

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 showing the problem. Click on 'Continue'



The screenshot shows the Lincoln University student portal. At the top, there is a search bar and navigation links. A menu on the left includes 'Self Service', 'STUDENT CENTRE', and 'Set Up Lincoln'. The main content area has a navigation bar with 'Enrol', 'My Academics', 'Search', 'My Planner', and 'Appeals and Dispositions'. Below this, there are links for 'my class schedule', 'enrol', 'add', 'drop', 'swap', 'change prog/major/minor', and 'expected completion term'. The 'Add Classes' section is active, showing a '3. View results' heading and a message: 'View the following status report for enrolment confirmations and errors:'. A table displays the enrollment status for 'Semester 1 - (Year) | Sub Degree | Lincoln University'. The table has columns for 'Class', 'Message', and 'Status'. The row for 'COMP 21' shows a 'Success: This class has been added to your schedule.' and a green checkmark in the 'Status' column. Below the table, there are buttons for 'MAKE A PAYMENT', 'MY CLASS SCHEDULE', and 'CONTINUE', with the 'CONTINUE' button highlighted by a green box. At the bottom, there are more navigation links and a 'go to ...' dropdown menu.

13. Depending on how many courses you've added 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. International students will also have an insurance and visa checklist. Some students may also have Entrance Qualification or Identification checklists. These all must be cleared by supplying the appropriate documentation to Student Administration.



The screenshot shows the Lincoln University student portal. At the top, there is a search bar and navigation links. A menu on the left includes 'Self Service', 'STUDENT CENTRE', and 'Set Up Lincoln'. The main content area has a navigation bar with 'Enrol', 'My Academics', 'Search', 'My Planner', and 'Appeals and Dispositions'. Below this, there are links for 'my class schedule', 'enrol', 'add', 'drop', 'swap', 'change prog/major/minor', and 'expected completion term'. The 'Enrolment To Do List' section is active, showing a yellow warning box: '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''. Below the warning box, there is a heading 'Semester 1 - (Year) | Sub Degree | Lincoln University' with a 'change term' button. A list of tasks follows, each with a yellow triangle icon indicating it is incomplete: 'Add Classes' (green checkmark), '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', 'Payment', 'Programme/Major/Minor Changes', and 'SUBMIT'. At the bottom, there is a 'SUBMIT' button.

- 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.

Lincoln University Search: []

Home Contact Us Add to Favorites Sign out

Menu
Self Service
STUDENT CENTRE
Set Up Lincoln

Enrol My Academics Search My Planner Appeals and Dispositions

my class schedule enrol add drop swap change prog/major/minor expected completion term

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 1 - (Year) | Sub Degree | Lincoln University

Class	Description	Days/Times	Room	Instructor	Credits
COMPUT 21-LEC (2408)	Computing and Communication (Lecture)	M 1:00PM - 2:00PM M 3:00PM - 6:00PM Tu 1:00PM - 2:00PM Th 1:00PM - 2:00PM	Refer to web timetable Refer to web timetable Refer to web timetable Refer to web timetable	P. Benbow, J. Reader	15.00

Fees Calculated

Semester 1 - (Year) Tuition -	928.00
Total Cost of Tuition -	928.00

Account Summary

You owe **928.00**.

Due Now	0.00
Future Due	928.00

What I Owe

Term	Outstanding Charges & Deposits	Pending Payments	Total Due
Semester 1 - 2017	928.00		928.00
Total	928.00		928.00

Currency used is New Zealand Dollar. **NEXT**

Enrol My Academics Search My Planner Appeals And Dispositions

My Class Schedule Enrol Add Drop Swap Change Prog/major/minor Expected Completion Term

go to ...

- Select the Payment option using 'How are you going to pay' drop box.
Once selected click 'Next'.
Depending on what option you select different pages will display. Complete these pages.

Lincoln University Search: []

Home Contact Us Add to Favorites Sign out

Menu
Self Service
STUDENT CENTRE
Set Up Lincoln

Enrol My Academics Search My Planner Appeals and Dispositions

my class schedule enrol add drop swap change prog/major/minor expected completion term

Payment Summary

You owe **928.00**
You have an outstanding amount to pay **928.00**

How are you going to pay?

Return to Registration To Do List PREVIOUS NEXT **NEXT**

Currency used is New Zealand Dollar.

Enrol My Academics Search My Planner Appeals And Dispositions

My Class Schedule Enrol Add Drop Swap Change Prog/major/minor Expected Completion Term

go to ...

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

Lincoln University

Menu

- Self Service
- STUDENT CENTRE
- Set Up Lincoln

Enrol My Academics Search My Planner Appeals and Dispositions

my class schedule enrol add drop swap change prog/major/minor expected completion term

Enrolment To Do List

You are not currently enrolled for this term. If you have added all your classes then click 'Submit'.

Semester 1 - (Year) | Sub Degree | Lincoln University [change term](#)

[Add Classes](#) ✓

[Course Advice](#) ✓

[Payment](#) ✓

[Programme/Major/Minor Changes](#) ✓

SUBMIT ⚠ You are not currently enrolled for this term. If you have added all your classes then click 'Submit'.

Enrol My Academics Search My Planner Appeals And Dispositions

My Class Schedule Enrol Add Drop Swap Change Prog/major/minor Expected Completion Term

go to ...

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

Lincoln University

Menu

- Self Service
- STUDENT CENTRE
- Set Up Lincoln

Enrol My Academics Search My Planner Appeals and Dispositions

my class schedule enrol add drop swap change prog/major/minor expected completion term

Enrolment To Do List

You have now completed your enrolment.

Semester 1 - (Year) | Sub Degree | Lincoln University [change term](#)

[Add Classes](#) ✓

[Course Advice](#) ✓

[Payment](#) ✓

[Programme/Major/Minor Changes](#) ✓

SUBMIT ✓

You are enrolled for Semester 1 - (Year)
To enrol for any other semesters please select a new term and complete your enrolment for that term.

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.

[print this page](#)

Enrol My Academics Search My Planner Appeals And Dispositions

My Class Schedule Enrol Add Drop Swap Change Prog/major/minor Expected Completion Term

go to ...