



**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

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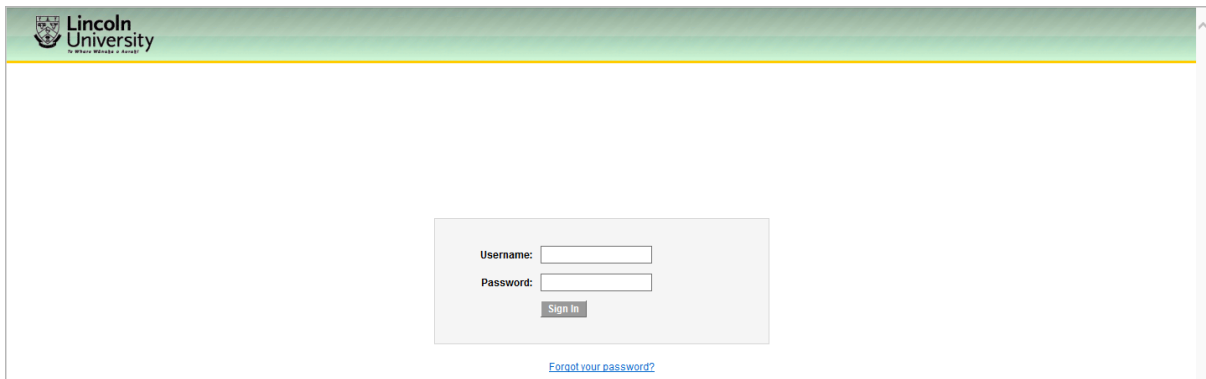
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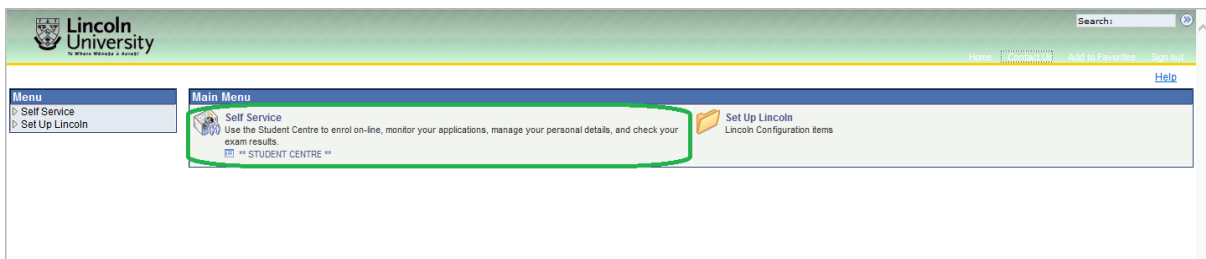


New Zealand's specialist land-based university

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, B.Agricultural Science

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) | Undergraduate | Lincoln University [change term](#)

[Add Classes](#)

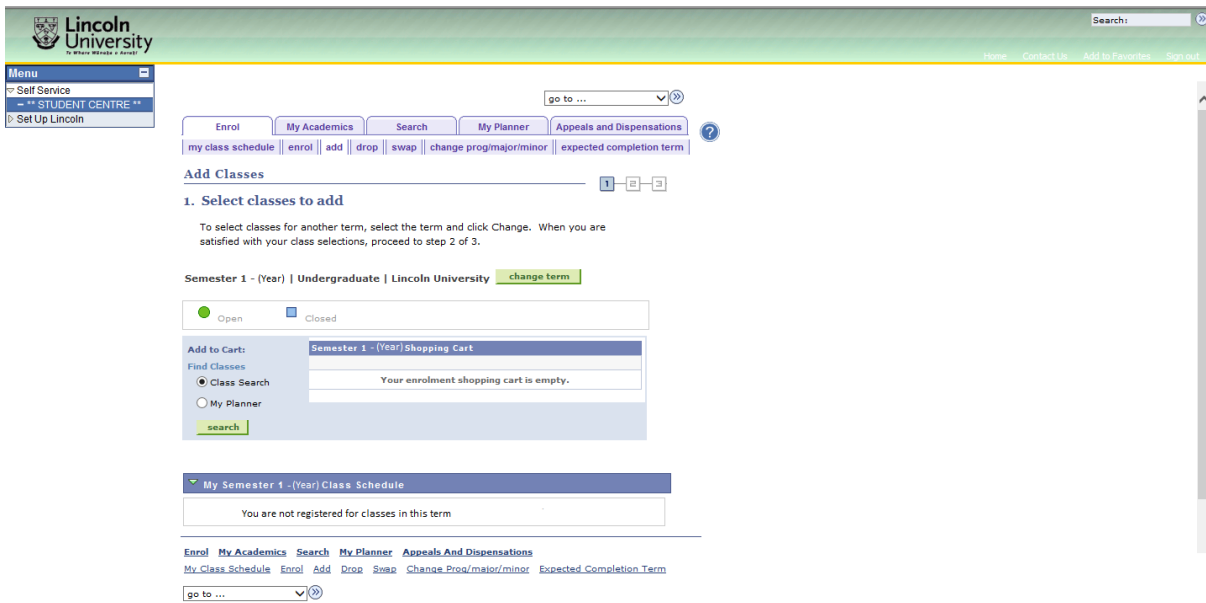
- Identity
- Entrance Qualification
- English Language Requirement
- [Address](#)
- [Email](#)
- [Phone](#)
- [Emergency Contact](#)
- [Prior Activity](#)
- [Prior Residence](#)
- [Expected Completions](#)
- [Disability](#)
- [Declaration](#)
- [Course Advice](#)
- [Visa/Permit](#)
- [Insurance](#)
- [Payment](#)
- [Programme/Major/Minor Changes](#)
- [SUBMIT](#)

Enrol | My Academics | Search | My Planner | Appeals And Dispersations

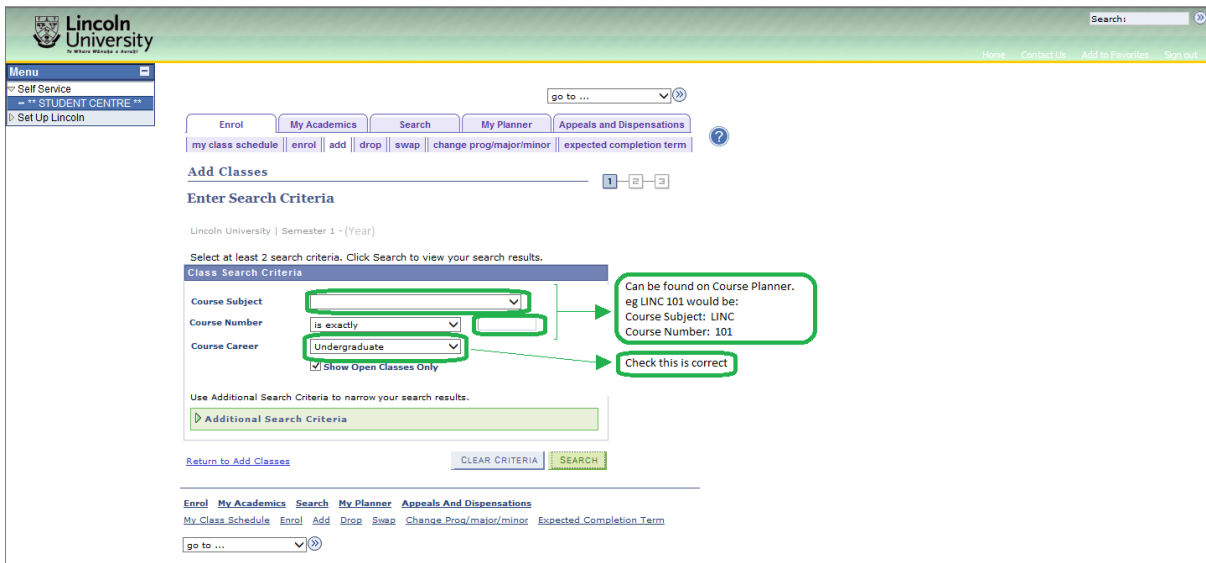
My Class Schedule | Enrol | Add | Drop | Swap | Change Prog/major/minor | Expected Completion Term

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 Lincoln University student portal. At the top, there is a search bar and navigation links for Home, Contact Us, Add to Favorites, and Sign out. A menu on the left includes Self Service, STUDENT CENTRE, and Set Up Lincoln. The main content area has tabs for Enrol, My Academics, Search, My Planner, and Appeals and Dispositions. Below these are links for my class schedule, enrol, add, drop, swap, change prog/major/minor, and expected completion term. The 'Add Classes' section shows search results for 'LINC 101 - Land, People and Economics'. 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 this, it lists the course subject and number, and provides a 'Return to Add Classes' link and a 'START A NEW SEARCH' button. A table of sections is displayed, with the first section 'LEC-LEC(2002)' highlighted and a 'select class!' button next to it. The table has columns for Section, Days & Times, Room, Instructor, and Start and End Dates. The second section 'PLD-PLD(2003)' is also listed. At the bottom, there are more navigation links and a 'go to ...' dropdown menu.

9. Click 'Next'

The screenshot shows the Lincoln University student portal. At the top, there is a search bar and navigation links for Home, Contact Us, Add to Favorites, and Sign out. A menu on the left includes Self Service, STUDENT CENTRE, and Set Up Lincoln. The main content area has tabs for Enrol, My Academics, Search, My Planner, and Appeals and Dispositions. Below these are links for my class schedule, enrol, add, drop, swap, change prog/major/minor, and expected completion term. The 'Add Classes' section shows the 'Enrolment Preferences' for 'LINC 101 - Land, People and Economics'. It includes a 'Class Preferences' box with fields for 'LINC 101-LEC', 'Lecture', 'Open', 'Permission Nbr', 'Grading', 'Graded', 'Session', 'Regular Academic Session', 'Units', and '15.00'. Below this are 'CANCEL' and 'NEXT' buttons. At the bottom, there are more navigation links and a 'go to ...' dropdown menu.

10. 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

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.

✓ LINC 101 has been added to your Shopping Cart.

Semester 1 -(Year) Undergraduate | Lincoln University

Open Closed

Add to Cart: Find Classes

Class Search My Planner

search

Semester 1 -(Year) Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Credits	Status
	LINC 101-LEC (2002)	TBA	Refer to web timetable	Staff	15.00	●
	LINC 101-FLD (2003)	TBA	Refer to web timetable	Staff		●

PROCEED TO STEP 2 OF 3

My Semester 1 -(Year) 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

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

Lincoln University

Menu

- Self Service
- STUDENT CENTRE
- Set Up Lincoln

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) Undergraduate | Lincoln University

Open Closed



Class	Description	Days/Times	Room	Instructor	Credits	Status
LINC101-LEC (2002)	Concepts in Sport & Recreation (Lecture)	TBA	Refer to web timetable	Staff	15.00	●

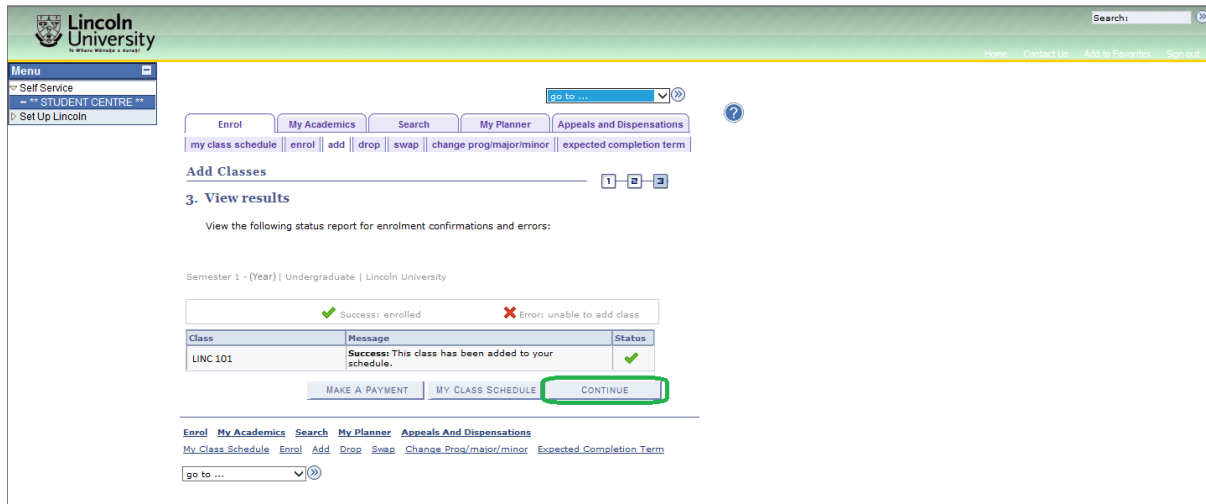
CANCEL PREVIOUS FINISH ENROLLING

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 'Add Classes' section of the student portal. A table displays the enrollment status for 'LINC 101'. The 'Message' column contains the text 'Success: This class has been added to your schedule.' and the 'Status' column shows a green checkmark. Below the table, a green box highlights the 'CONTINUE' button. The page also includes navigation tabs like 'Enrol', 'My Academics', and 'Search', and a search bar at the top right.

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 'Enrolment To Do List' section of the student portal. A yellow warning box at the top states: '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 this, a list of tasks is shown with a green checkmark for 'Add Classes' and yellow triangles for all other tasks: 'Address', 'Email', 'Phone', 'Emergency Contact', 'Prior Activity', 'Prior Residence', 'Expected Completions', 'Disability', 'Declaration', 'Course Advice', 'Payment', and 'Programme/Major/Minor Changes'. A 'SUBMIT' button is at the bottom of the list. The page also includes navigation tabs and a search bar.

- 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: []

Menu: Self Service, ** STUDENT CENTRE **, Set Up Lincoln

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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) | Undergraduate | Lincoln University

Class	Description	Days/Times	Room	Instructor	Credits
LINC 101-BLK1 (2410)	Land, People and Economics (Lecture)	M 9:00AM - 10:00AM W 9:00AM - 10:00AM F 9:00AM - 10:00AM	Refer to web timetable		15.00
LINC 101-FLD (2414)	Land, People and Economics (Field Trip)	TBA	Refer to web timetable	Staff	

Fees Calculated

Semester 1 - (Year) Tuition -	903.00
Total Cost of Tuition -	903.00

Account Summary

You owe 903.00.

- Due Now: 0.00
- Future Due: 903.00

What I Owe

Term	Outstanding Charges & Deposits	Pending Payments	Total Due
Semester 1 - (Year)	903.00		903.00
Total	903.00		903.00

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

- 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: []

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 903.00
You have an outstanding amount to pay 903.00

How are you going to pay?

Return to Registration To Do List | PREVIOUS | **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.

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