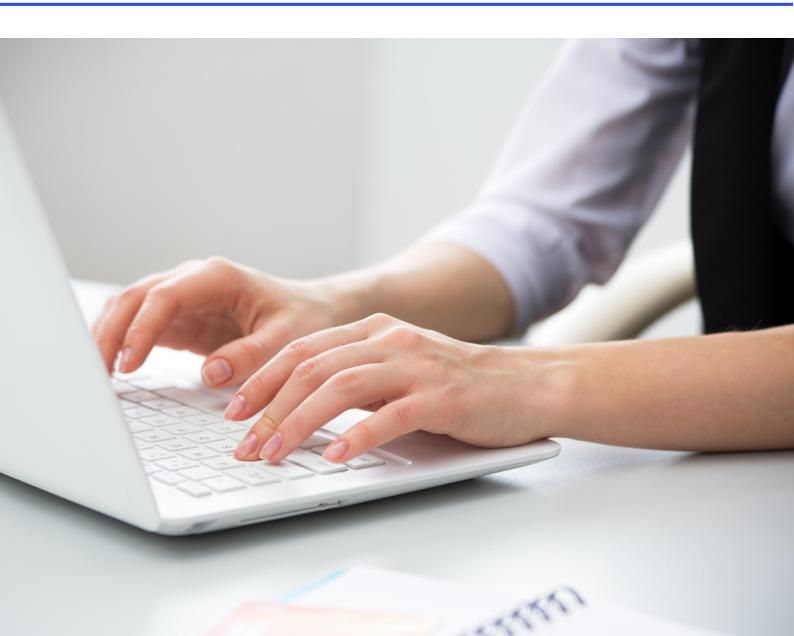
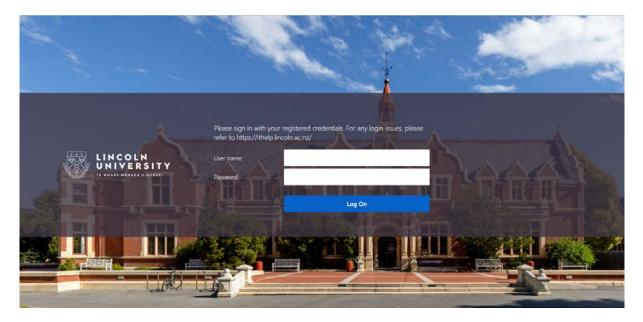


# Enrolment Student Guide



If you are experiencing issues accessing LUCAS then please go to the troubleshooting Guide available here <u>LUCAS :: IT Help</u>

1. Log into LUCAS 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.

	<ul> <li>Student Homepage</li> </ul>		^	٣	: 0	0
Student Centre	Enrol	My Planner				
No.		444 				
Financial Account	View My Grades	Profile				
	A <sup>+</sup>	♣				
Tasks						
4 To Dos						

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

To Do List 4	To Do List				
				4 rows	
				1L	
	Task	Due Date	Status		
	My History		Assigned	>	
	Curriculum Vitae		Initiated	>	
	Entrance Qualification		Initiated	>	
	Identity		Initiated	>	

## 4. "My History" – Task: Welcome. Click Next

× Exit	My History
	Next >
Welcome Visited	Task: Welcome
My Prior Activity     O Not Started	Tell us your background To progress your enrolment we need information about your background, like where you have studied previously, your ethnicity and citizenship.
My Prior Residence     O Not Started	Complete each step until you get to Summary.
* My First Year of Tertiary Study O Not Started	Select <b>Next</b> to get started…
* My Last Secondary School O Not Started	
* My Citizenship O Not Started	
* My Ethnicity and Iwi O Not Started	
Summary O Not Started	

5. Work through your tasks and Confirm once each one is completed.

* Ext	My History	1
		< Previous
Welcome Visited	Task: My Prior Activity	Confirm
* My Prior Activity © In Progress	Prior Activity	
* My Prior Residence	What was your main activity or occupation in New Zealand at 1 October in the year prior to the term of this enrolment	, ,
O Nit Started	Overseas 👻	
My First Year of Tertiary Study O Not Started		
* My Last Secondary School O Not Started		
My Citizenship O Not Started		
* My Ethnicity and Iwi O Not Started		
Summary Not Started		

6. When all steps are completed a summary page will be displayed. Check and Complete

× Exit		My History			
					< Previor
Welcome Visited	Task: Summary				Complete
My Prior Activity Complete	Thanks for providing your backg Your enrolment journey can now pro	ogress. Select Complete			s.
My Prior Residence Complete	Remember to monitor your email fo If you need help or have questions Contact us				
My First Year of Tertiary Study	Email: enrol@lincoln.ac.nz				
Complete		) or +64 3 423 0000	-11-11-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1		
My Last Secondary School		r) or +64 3 423 0000 Ground Floor, Forbes Bu	uilding		
			uilding		7 rows
My Last Secondary School Complete My Citizenship	Visit: Student Administration,		uilding		7 rows
My Last Secondary School Complete My Citizenship Complete My Ethnicity and Iwi	Visit: Student Administration,		uilding Date Completed	Required	
My Lass Secondary School Complete My Citizenship Complete My Ethnicity and Iwi	Visit: Student Administration,	Ground Floor, Forbes Bi		Required No	14
My Last Secondary School Complete My Citizenship Complete My Ethnicity and Iwi Complete Summary	Visit: Student Administration, Steps	Ground Floor, Forbes Bi			Go to Step
My Last Secondary School Complete My Citizenship Complete My Ethnicity and Iwi Complete Summary	Visit: Student Administration, Steps Welcome	Ground Floor, Forbes Bu Status • Visited	Date Completed	No	Go to Step Go to Step
My Last Secondary School Complete My Citizenship Complete My Ethnicity and Iwi Complete	Visit: Student Administration, Steps Welcome My Prior Activity	Ground Floor, Forbes Ba	Date Completed	No Yes	Go to Step Go to Step Go to Step

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

	<ul> <li>Student Homepage</li> </ul>		<u>^</u>	7 1	Ø
Student Centre	Enrol	My Planner			
Financial Account	View My Grades	Profile			
Tasks No current tasks					

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.

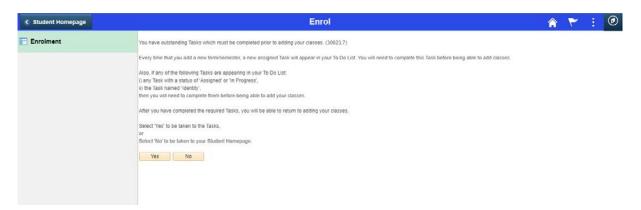
🔇 Student Homepage	Enrol	â	۲	:	٢
🔚 Enrolment	Name ID Number (20 to V)(3)				
	Entol My Academica Search Plan Appends and Dispensations My Classes Schedule   Add termshemesters   Add.classes   Drop.classes   Smap.classes   Shanoe Prop/Major/Minor   Term.Information Add Term to Programme				
	Select which terms you will be studying for your programme, (Programme)				
	November Summer School - (Year) add				
	E 30 to log				

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

C Enrol Back			Enroln	nent: Add Classes	â	۲	:	0
Menu E								
Search:			go to	~)®				
- Self Service	Enrol My Academics	Search Plan App	eats and Dispensations					
Class Search / Browse Catalog	My Class Schedule   Add term	sisemesters   Add cla	sses   Drop classes   Change Prog/Major/	Minor   Term Information				
Academic Planning	Add Classes			-8-3				
<ul> <li>Enrolment My Class Schedule</li> <li>Enrolment: Add Classes</li> </ul>	Select Term							
Enrollment: Drop Classes	Select a term then select	Continue.						
Change Major/ Minor	Term	Career	Institution					
View My Exam Schedule	O Semester 2 - 2022	Undergraduate	Lincoln University					
View My Grades	O January Summer School 2023	* Undergraduate	Lincoln University					
Campus Personal Information	O Semester 1 - 2023	Undergraduate	Lincoln University					
Academic Records     Transfer Credit			Continue					
<ul> <li>Student Admission</li> <li>Student Centre</li> </ul>	EGo to top							
Enterprise Components     Lincoln Processes     PeopleToots								

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

× Exit	
	Next >
Welcome Visited	Task: Welcome
* My Expected Completion Term © Complete	Questions we ask each semester Before selecting courses for this semester, please confirm when you plan to complete your qualification and how you are funding your studies. You will also be asked to accept our Enrolment Terms and Conditions.
* My Payment Method O Not Started	Complete each step until you get to <b>Summary</b> . Select <b>Next</b> to get started
* My Declaration O Not Started	
Summary O Not Started	

12. Complete each task and Confirm.

X Exit	
	< Previous
Welcome Visited	Task: My Expected Completion Term
* My Expected Completion Term © Complete	The accuracy of this data is very important to you. Check and update it regularly on your Student Centre.
* My Payment Method O Not Started	The Expected Completion Term is used to identify students who at the end of the term displayed below, will have their academic record checked for eligibility to graduate.
* My Declaration O Not Started	Academic Program
Summary O Not Started	I plan to complete my study towards this programme in: *(Select the correct term here)

**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 <u>NO</u> 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

< Student Homepage			<b>Tasks</b>		۴ م	: (
To Do List	4	To Do List			4 rows	
					t1.	
		Task	Due Date	Status		
		My Personal Details for 2021		Assigned	>	
		Course Advice		Initiated	>	
		Insurance		Initiated	>	
		Visa/Permit		Initiated	>	

## On the Welcome page click Next

× Exit	My Personal Details
	Next >
Welcome ● Visited	Task: Welcome
My Email and Phone Details     O Not Started	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.
* My Addresses O Not Started	<ul> <li>We use emergency contacts in situations where your safety is at risk.</li> <li>Identifying as having a disability allows us to confidentially assess how our Inclusive Education services</li> </ul>
* My Emergency Contacts O Not Started	<ul><li>can support you.</li><li>See the Enrolment Terms and Conditions to understand how we use your information.</li></ul>
* My Disability O Not Started	Complete each step until you get to <b>Summary</b> . Select <b>Next</b> to get started
Summary O Not 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	â	۲	:	۲
🛅 Enrolment	go to 💙 🛞				
	Entrol My Academics Snarch 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				
	A There are currently no terms available to add.				
	CONTINUE				
	E Go to top				

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

		Enrol							
Enrolment	Name	ID Number	go to	~)®					
	My Class Schedule   A Add Classes 1. Select classes To select classes for		es   Drop classes   Swap	classes   Change ProgMaporMator   Term Information					
	Add to Cart Find Classes @ Class Search My Planner Search	1		Shopping Cart rollment abopping cart is empty.					
	™ My		Schedule t registered for classes in t	his term.					
	Go to top								

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

	Enrol	٨	٣	:	۲
Enrolment	go to      job     Entrol. My Academics Search Plan Appeals and Dispermations     My Class Schedule   Add lems/semesters   Add classes   Drop dasses   Swap classes   Change PropMajor/Minor   Jerm Information     Add Classes     The D-3				
	Enter Search Criteria  Search for Classes Lincoln University   Select at least 2 search orderna. Select Search to view your search results.  Course Number 15 troactly Course Number 15 troactly Course Number 15 troactly Course Subject: LINC Course Number: 101 C				
	Additional Search Criteria      Return to Add Classes      Clear      Search      Elige to top				

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

		Enro	I			۵	٣	: @
Enrolment		go to		<b>~</b> ]®				
	Enrol My Academics Search Plan Appeals	and Dispensations						
	My Class Schedule   Add terms/semesters   Add classe	s   <u>D</u> rop classes   <u>S</u> wa	ap classes   Chan	ge Prog/Major/Minor   Te	ferm Information			
	Add Classes			2-0				
	Search Results							
	Lincoln University (							
		1.1.0						
	My Class Schedule	Shopping Cart						
	You are not registered for classes in this term.	Your shopping	cart is empty.					
	Return to Add Classes New S	earch	Open Modify Search	Clesed				
	2 class section(s) found							
	▼LINC 101 - Land, People and Economies							
	Class Section Days & Times Room	Instructor Me	eeting Dates Si	atus				
	7017 LEC-LEC Th 09:00 - 13:00 TBA	Michelle Collings 11 09	/11/2021 - //12/2021	Select				
	▼LINC 201 - Sustainable Futures							
	Class Section Days & Times Room	Instructor Me	eeting Dates S	atus				
	7020 LEC-LEC TBA TBA	Staff TE	3A ·	Select				
	Return to Add Classes New S	earch	Modify Search					

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

Note: You may see different sections available for one course (see descriptions below). Please select the right section as appropriate.

International students studying on Student Visa must choose LEC option for all courses.

	s section(s)		LEC= on campus				
	Section	Days & T	course		Meeting Dates	Status	
2931	LEC-LÉC Sess 1	ТВА	OLNZ= online course	punced	TBA	•	Select
Class	Section	Days & T	studying in NZ		Meeting Dates	Status	
2934	OLNZ-LEC Sess 1	ТВА	TBA TO be An	nounced	ТВА	•	Select
Class	Section	Days & T	OLNZ= online course		Meeting Dates	Status	
2937	OLOS-LEC Sess 1	TBA	studying offshore	ounced	TBA	•	Select

#### 18. Click 'Next'.

		Enrol	â	٣	:	۲
Enrolment	go to	~ <b>`</b> ®				
	Enrot    My Academics    Search    Plan    Appendix and Dispensatio My Class Schedule    Add lems/semesters    Add classes    Diop classe Add Classes 1. Select classes to add - Enrollment Preferen I Lincoln University	i   Swap classes   Change ProgMajor/Minor   Jern Information				
	LINC 101 - Land, People and Economies Class Proferences					
	LINC 101-LEC Lecture Open Session Regular Academic Session Carcerr Undergraduate	Permission Nbr Grading Graded Units 15:00 Cancel Next				
	IXIGo to top					

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'.

				Enrol						â	٣	1	۲
Enrolment			go to	241	~k	»)							1
	Enrol My Academics Sear	rch Plan	Appeals and Dispense	ibons									
	My Class Schedule   Add terms/se Add Classes	mesters   Add	classes   Drop clas		Change Prog/Maj	oriMinor   Term Info	imation						
	1. Select classes to ad To select classes for another te with your class selections, proc	erm, select the t		ge. When you are sa	isfied								
	LINC 101 has been added	to your Shoppi	ng Cart.										
					Change	Term							
					🔴 Open	Closed							
	Add to Cart			Shoppin	g Cart								
	Find Classes	Delete	Class	Days/Times	Room	Instructor	Units S	tatus					
	Class Search	1	LINC 101-LEC (7017)	Th 09.00 - 13.00	Refer to web timetable	M. Collings	15.00	۲					
	O My Planner Search												
				Proceed to	Step 2 of 3								
	*		Class Schedule					2					- 1
		You	are not registered fo	r classes in this term.									- 1
	B Go to top												

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

			Enrol					â	۲	1	Ø						
Enrolment			go to	v	0												
	Entrol My Academics	Search Plan Appea	s and Dispensations														
	My Class Schedule   Add	terms/semesters   Add class	es   Orop classes   Swap o	lasses   Change PropM	ajonMinor   Term in	formation											
	Add Classes			1-2-3													
	2. Confirm class	es															
		Enrolling to process your req classes, select Cancel	uest for the classes listed. To	exit without													
		Undergrad	uate   Lincoln University														
				🔴 Open	Closed												
	Class	Description	Days/Times	Room	Instructor	Units \$	tatus										
	LINC 101-LEC (7017)	Land, People and Economies (Lecture)	Th 09.00 - 13.00	Refer to web timetable		15.00	•										
			l	Cancel P	revious	Finish Enrollin	10										
	E do to top																

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

If it has a 🞽 you have not been enrolled and there will be a message displayed advising why.

Student Homepage	Enrol		Â	٣	:	Ø
Enrolment	go to					
	Enrol My Academics Search Plan Appeals and Dispensations					
	My Class Schedule   Add tems/semesters   Add classes   Drop classes   Swap classes   Change Prog/Major/Minor   Term Information	on				
	Add Classes					
	View the following status report for enrollment confirmations and errors I Lincoln University  Success: enrolled  Error: unable to add class					
	Class Message Status LINC 101 Success: This class has been added to your schedule.					
	LINC 101         Success: This class has been added to your schedule.           View My Account         My Class Schedule         Add Another Class					

Click on View My Account, My Class Schedule, Add Another Class or the 🕥 button.

22. View my Account – Continue to make a payment

< Student Homepage		Enro	I.			٣	:	۲
Enrolment				go to	× (3)			He
	Account Inquiry Electronic Payme	nts/Purchases						
	Summary   Charges Due   Eayments							
	Account Summary							
	You owe 673.00 • Due Now 0.00 • Future Due 673.00							
	What I Owe							
	Term	Outstanding Charges & Deposits	Total Due					
		673.00	673.00					
	Total	673.00	673.00					
	Currency used is New Zealand Doll	ar	Make a Payment					
	Remittance Addresses							
	Go to top							

## 23. My Class Schedule

<ul> <li>Student Homepage</li> </ul>	Enrol		🏠 🏲 🗄 🥑
Enrolment	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   3	orm Information	
	My Class Schedule		
	Change Term LINC 101 - Land, People and Economies Status Units Grading Deadlines Enrolled 15.00 Graded Eg		
	Class Section Component Days & Times Room Instructor Start/End Date		
	7017 LEC Lecture Bronchable Staff		
	Printer Friendly Page		
	EGo to top		

#### 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.

	✓ Student Homepage		â	٣	۲
Student Centre	Enrol	My Planner			
A.					
Financial Account	View My Grades	Profile			
<b>a</b>	A <sup>+</sup>				
Tasks					
1					
3 To Do's					

25. If you are studying a postgraduate programme, you will be required to submit a "Course Advice" request through the "Tasks" tile after adding courses.

< Student Homepage			Tasks		â 1	۲ :	٢
To Do List	3	To Do List			3 rows		
					11		
		Task	Due Date	Status			
		Course Advice		Initiated	>		
		Insurance		Initiated	>		
		Visa/Permit		Initiated	>		
		A1901, DITIN		mudieu	>		

26. On this page you can add information, if you wish, for your course adviser and Submit

< Tasks	Course Advice Email	â	٣	-	Ø
Menu 😑					
Search: Self Service > Calcus Search / Browse Calcus > Academic Planning > Enrailment > Cangus Prances > Cangus Personal Information > Academic Records > Transfer Credit > Student Admission Student Centre > Enterprise Components > Linceln Processes > Paopie Fools	The courses you have chosen need to be approved by selected academic staff, even if you have afreedy spoken to them. Use the borbalow to add information or to request assestance to choose appropriate courses. A course advisor may conset you directly if necessary.  Additional Information for Course Advisor:   Board Preview Course Advisor Mistory Caucel				

Click Continue.

< Email Course Advisor	Course Advice Email	۵	۲	۲
Menu 🖂				
Search: Seaf Service Class Search / Browse Catalog				
Catalog     Academic Planning     Enrollment     Campus Finances     Campus Personal     Information				
Academic Records     Transfer Credit     Student Admission     Student Centre				
<ul> <li>Enterprise Companents</li> <li>Lincoin Processes</li> <li>PeopleTools</li> </ul>	Thankyou. We will send you an email when your enrolment has been approved. You can then continue to complete your enrolment.			

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 <u>mylinc@lincoln.ac.nz</u> or phone +64 3 423 0000.