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

2. Click on Student Centre.

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.
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’. 
8. 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’.

9. Click ‘Next’.
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’.

11. Once all classes have been added, click on ‘Finish Enrolling’.
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)
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.
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.

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

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.