

## Enrolment guidelines for Study Abroad at The University of Auckland

After you create your account, and all your documents have been submitted:

1. You will receive a password notification via email.



### Notify password

The University of Auckland welcomes you, and is pleased to provide you with a username and an initial password to access those services to which you are now entitled. Your username is:

abcd123

...and your initial password is:

xyz1234

Please visit <https://iam.auckland.ac.nz/identity> and use your username with this password to log in. After logging in, you will be asked to select a new password of your own choosing.

2. Use your Auckland username and password to log in and accept your Offer
  - Go to <http://www.studentservices.auckland.ac.nz/ua/home/student-services-online/sso-apply>
  - Click "accept or decline your offer of place"
  - There is a section labelled "Your applications" where you can see the Status and accept or Decline.



Apply for admission, check and manage your applications, or apply to change your programme.

### Future undergraduates

#### Apply for admission to the University

To become a student at the University you must apply for admission.

For information about the entire application process, including **application closing dates** and **entry requirements**, see the [Admission and enrolment guide](#).

For information about completing your online application, see [How to apply for admission](#).

#### Are you ready?

- [Complete the Application for Admission](#)

#### Check your application status

You can come back at any time to [check your application status](#).

#### Accept or decline an offer of place

If you receive an offer of place in a programme, you can [accept or decline your offer of place](#).



- Enrol in, drop or change courses through [Student Services Online](#). You will be able to enrol in most of the 100 level courses directly as they do not have prerequisites



**Student Services Online**

**Notices**

- Semester One 2011 applications closed for undergraduates, remain open for postgraduates
- How to enrol in a course
- Timetable clashes: what to do
- Class search

Student Services Online allows you to apply for admission to the University, enrol in classes, view your timetables, update your details and much more.



**Getting started**

Learn about how to log in, move around, check system requirements and log out.



**Applications**

Apply for study at the University, check and manage your applications, or apply to change your programme.



**Course advice and information**

View your programme requirements, browse the course catalogue, and search for class details.



**Enrolment**

Enrol in a course, drop or swap a course, change a class, or apply for a concession.

- Login to your student account



**My Academic Summary**

**ENROL >**

**Self Service**  
Select from the total list of services below  
other academic... [v] [x]

**Quick Links**

- [Class Search](#)
- [My Grades](#)
- [Concession Requests](#)
- [My Exam Timetable](#)
- [My Academic Records](#)
- [Change My Programme](#)

**This week's class timetable**

| Time  | Monday 21 Feb | Tuesday 22 Feb | Wednesday 23 Feb | Thursday 24 Feb | Friday 25 Feb |
|-------|---------------|----------------|------------------|-----------------|---------------|
| 08:00 |               |                |                  |                 |               |
| 09:00 |               |                |                  |                 |               |
| 10:00 |               |                |                  |                 |               |
| 11:00 |               |                |                  |                 |               |
| 12:00 |               |                |                  |                 |               |
| 13:00 |               |                |                  |                 |               |
| 14:00 |               |                |                  |                 |               |
| 15:00 |               |                |                  |                 |               |
| 16:00 |               |                |                  |                 |               |
| 17:00 |               |                |                  |                 |               |

**Understanding building and room numbers:** The first three numbers correspond to a building number; the second three numbers correspond to a room number

[View Class Timetable](#)

**UPDATE**  
YOUR PERSONAL DETAILS

**Holds**  
No Holds.

**To Do List**  
ID Photo required details

**University Links**  
[University of Auckland](#)  
[Current Students](#)  
[CECL](#)

**Other Links**  
[Campus Maps](#)  
[Library](#)  
[StudyLink](#)

**Keep in Touch**  
[Contact Us](#)  
[Student Email System](#)  
[Follow Us on Twitter](#)

5. The student adds classes to their enrolment cart

[my class timetable](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [concession requests](#) | [my exam timetable](#)

### Enrolment Cart

#### Add Classes to Enrolment Cart

Start enrolment by adding classes to your enrolment cart. Either complete a class search, select a class from your programme requirements or add a class by entering its five-digit class number. Click 'validate' to have the system check for possible problems prior to enrolling.

2011 Second Semester | Formal Award | The University of Auckland

Open     Closed     Wait List

**Search for a Class**

Class Search

My Programme Requirements

Or search by class number

A class number is a 5 digit number

Once you have added classes to your enrolment cart you can preview your proposed timetable or check for enrolment problems. To complete your enrolment please select those courses in which you want to enrol and click 'enrol'.

Timetable and Room Allocation details are subject to change. Please check for latest details in the week before teaching commences.

| 2011 Second Semester Enrolment Cart |   |  |   |  |   |
|-------------------------------------|---|--|---|--|---|
| Select                              | Course  | Days/Times   | Room  | Instructor   | Points Status                             |
| <input type="checkbox"/>            | <a href="#">CHEM 210-101C</a><br><a href="#">(52251)</a>      | Mo 8:00AM - 9:00AM<br>Mo 8:00AM - 9:00AM<br>Th 1:00PM - 2:00PM<br>We 8:00AM - 9:00AM<br>Mo 8:00AM - 9:00AM<br>Mo 8:00AM - 9:00AM<br>Mo 8:00AM - 9:00AM<br>We 8:00AM - 9:00AM<br>We 8:00AM - 9:00AM<br>We 8:00AM - 9:00AM<br>Th 1:00PM - 2:00PM<br>We 8:00AM - 9:00AM<br>Fr 3:00PM - 4:00PM<br>Fr 3:00PM - 4:00PM<br>Fr 3:00PM - 4:00PM<br>Fr 3:00PM - 4:00PM<br>Th 1:00PM - 2:00PM<br>Th 1:00PM - 2:00PM<br>Th 1:00PM - 2:00PM | MEDCHEM<br>MEDCHEM<br>PLT1<br>MEDCHEM<br>MEDCHEM<br>MEDCHEM<br>MEDCHEM<br>MEDCHEM<br>MEDCHEM<br>PLT1<br>MEDCHEM<br>MLT1<br>MLT1<br>MLT1<br>MLT1<br>PLT1<br>PLT1 | D. McGilivray,<br>J. Traves-Sejdic,<br>D. Williams | 15.00 <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <a href="#">CHEM 210-802C</a><br><a href="#">(50731)</a>      | Th 2:00PM - 5:00PM<br>Th 2:00PM - 5:00PM<br>Th 2:00PM - 5:00PM<br>Th 2:00PM - 5:00PM<br>Th 2:00PM - 5:00PM<br>Th 2:00PM - 5:00PM   | 301-0068<br>301-0068<br>301-0068<br>301-0068<br>301-0068  | D. Ware  | <input checked="" type="checkbox"/>       |
| <input checked="" type="checkbox"/> | <a href="#">EDUC 223-101C</a><br><a href="#">(50020)</a>      | Fr 8:00AM - 10:00AM<br>Fr 8:00AM - 10:00AM   | CLOCKT039<br>CLOCKT039  | C. Davies  | 15.00 <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <a href="#">EDUC 223-T05C</a><br><a href="#">(50573)</a>      | Fr 1:00PM - 2:00PM<br>Fr 1:00PM - 2:00PM   | F202<br>F202  | P. Watson  | <input checked="" type="checkbox"/>       |
| <input checked="" type="checkbox"/> | <a href="#">FRENCH 101-104C</a><br><a href="#">(51704)</a>    | Mo 10:00AM - 11:00AM<br>Mo 10:00AM - 11:00AM<br>Tu 10:00AM - 11:00AM<br>Tu 10:00AM - 11:00AM<br>Th 10:00AM - 11:00AM<br>Th 10:00AM - 11:00AM<br>Fr 10:00AM - 11:00AM<br>Fr 10:00AM - 11:00AM   | CAG15<br>CAG15<br>303S-279<br>303S-279<br>H88902<br>H88902<br>119-025<br>119-025  | Staff  | 15.00 <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <a href="#">YOUTHWRK 1520-101C</a><br><a href="#">(49632)</a> | Mo 12:00PM - 2:00PM<br>Mo 12:00PM - 2:00PM   | 303S-279<br>303S-279  | K. Elliott   | 15.00 <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <a href="#">YOUTHWRK 1520-T01C</a><br><a href="#">(49737)</a> | Mo 4:00PM - 5:00PM<br>Mo 4:00PM - 5:00PM   | 05WVW01<br>05WVW01  | K. Elliott   | <input type="checkbox"/>                  |

      

for selected:

6. View the proposed timetable to check there are no clashes then enrol.

Or search by class number

A class number is a 5 digit number

| Select                              | Course  | Days/Times   | Room  | Instructor   | Points Status                             |
|-------------------------------------|---|--|---|--|---|
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| <input checked="" type="checkbox"/> | <a href="#">EDUC 223-T05C</a><br><a href="#">(50573)</a>      | Fr 1:00PM - 2:00PM<br>Fr 1:00PM - 2:00PM   | F202<br>F202  | P. Watson  | <input checked="" type="checkbox"/>       |
| <input checked="" type="checkbox"/> | <a href="#">FRENCH 101-104C</a><br><a href="#">(51704)</a>    | Mo 10:00AM - 11:00AM<br>Mo 10:00AM - 11:00AM<br>Tu 10:00AM - 11:00AM<br>Tu 10:00AM - 11:00AM<br>Th 10:00AM - 11:00AM<br>Th 10:00AM - 11:00AM<br>Fr 10:00AM - 11:00AM<br>Fr 10:00AM - 11:00AM   | CAG15<br>CAG15<br>303S-279<br>303S-279<br>H88902<br>H88902<br>119-025<br>119-025  | Staff  | 15.00 <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <a href="#">YOUTHWRK 1520-101C</a><br><a href="#">(49632)</a> | Mo 12:00PM - 2:00PM<br>Mo 12:00PM - 2:00PM   | 303S-279<br>303S-279  | K. Elliott   | 15.00 <input checked="" type="checkbox"/> |
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for selected:

7. As part of the enrolment process, all students will be asked to indicate an intended payment method for the courses they enrol in. Please tick Sponsor, accept Term and Conditions and finish enrolling.

| Item                 | Reference                    | Fees     | Status |
|----------------------|------------------------------|----------|--------|
| LAW 482-0001 (36918) | Criminal Procedure (Lecture) | \$606.15 | Open   |
| Student Services Fee |                              | \$58.50  |        |
| Building Levy        |                              | \$9.30   |        |
| Total (NZD)*         |                              | \$673.95 |        |

\*Fees are GST inclusive and are indicative only

#### Intended Payment Method

At the beginning of each term you need to specify the method(s) by which you intend to pay your fees. Please select from the options below

Students nominating a third-party to pay fees retain full responsibility and liability for fee payment in the event that the third-party fails to pay on time or in full.

- Self Funded (includes parents, caregivers, or other family members)  
 Study Link  
 My Employer  
 University of Auckland administered scholarship  
 To view a list of scholarships click **SEARCH**   
 Other scholarship, award or grant which pays fees  
 Sponsor (includes overseas government agencies)  
 University approved exchange programme (fees do not apply)

#### Terms and Conditions

Enrolment creates a contract between you and The University. Please ensure you read the Terms and Conditions of the contract before completing your enrolment request.

By clicking on 'I Accept' you are agreeing to the University of Auckland's [Terms and Conditions](#) and Privacy Policy.

I Accept  I Decline

Tick the box labelled "Sponsor", even though the screen shot is different.

**For all Stage 2 and Stage 3 courses, you must apply for a "concession." This basically means that you are showing the Uni of Auckland that you have taken the necessary prerequisites. Until you have applied for a concession (see instructions on next page), you may see an "enrolment error."**

8. Enrolment errors that will allow you to apply for an enrolment concession online:
- Class (and waitlist) is full
  - Timetable clash – Study Abroad students should always avoid timetable clash
  - Class requisites not met (prerequisites, co-requisites, etc)
  - Class requires departmental permission for enrolment to proceed
  - The Description field is a mandatory field where the student must write an explanation on why they should be considered for a concession.
9. Enrolment errors that will not allow a student to apply for an enrolment concession online:
- Class is full, but waitlist places are available
  - Course has already been passed
  - Negative Service Indicator (pending passport copy) is blocking enrolment



**View results**

View the following validation results and return to your Enrolment Cart to continue.

010 Second Semester | Formal Award | The University of Auckland

Success: enrolled      Error: unable to enrol

| course | Results   | Status |
|--------|---|--------|
| AW 482 | <b>Error:</b> Unable to complete your request. You do not have access to perform this transaction at this time. | ✗      |

Some of the above courses have failed validation and are eligible for concession. Select Concessions to apply.

CONCESSIONS    MY CLASS TIMETABLE    RETURN TO ENROLMENT CART

10. **To apply for a concession:** Please provide with a brief explanation in the Description box.

**State that you are a Study Abroad student and institution name. State that you are a third year student (rather than freshman, sophomore, junior which isn't recognized). If you are a major in the subject, say so and state number of courses (lower and upper division) that you have taken in the major. Do not give course numbers, but describe the course itself; you may even include a URL to the course description.**

**Concessions**

The following is a list of your classes that have been submitted for concession for this term. If you wish to no longer have your request submitted navigate to "Enrol > concession requests" to withdraw your concession request.

| Class title | View details of request       | Request   |
|-------------|-------------------------------|-----------|
| 33497       | PCENGLTH 202 - Research Metho | Science   |
| 36329       | ECON 101 - Microeconomics     | Economics |

**Apply for a concession**

Below is a list of classes in your Enrolment Cart that are not permitted for enrolment, failed the enrolment validation checks. A class may fail for a number of reasons including but not limited to, prerequisites not met, timetable clash or the course may require faculty approval.

The University may allow you to enrol in this class at its discretion. If you believe that you should be entitled to enrol in this class you must apply for a concession. Select the class that you want to be considered for a concession and enter a reason why you should be allowed to enrol in this course. **You may only apply for a concession to the same class once.**

**You may only apply for a concession to the same class once.**

| Select                   | Subject/Catalogue | Description |
|--------------------------|-------------------|-------------|
| <input type="checkbox"/> | ACCTB 101         |             |

CANCEL    PREVIOUS    **SUBMIT**

11. You can check the status of your request from Student Service Online at any time. Status and Reason messages will change depending on the progress.



THE UNIVERSITY  
OF AUCKLAND

NEW ZEALAND

Te Whare Wānanga o Tāmaki Makaurau

### Useful Course Links

Faculty of Arts subjects and courses

<http://www.arts.auckland.ac.nz/uoa/home/about/subjects-and-courses>

Business School course outlines

<http://www.courses.business.auckland.ac.nz/>

Mathematics courses

<http://www.math.auckland.ac.nz/uoa/home/about/our-courses>

Chemistry courses

<http://web.chemistry.auckland.ac.nz/course-directory-jahia.aspx>

Computer Science courses

<http://www.cs.auckland.ac.nz/courses/>

School of Environment courses (Geography, Geology, Geophysicists and Environmental Science)

<http://www.env.auckland.ac.nz/uoa/home/about/our-undergraduate-courses>

Physics courses

<http://www.physics.auckland.ac.nz/webdav/site/physics/shared/about/our-courses/documents/2011-physics.pdf>

Psychology courses

<http://www.psych.auckland.ac.nz/uoa/home/about/our-courses>

Sport & Exercise Science courses

<http://www.ses.auckland.ac.nz/uoa/home/about/our-courses>

Medical Sciences courses

<http://www.fmhs.auckland.ac.nz/sms/current/default.aspx>

Population Health courses

[http://www.fmhs.auckland.ac.nz/soph/undergrad/course\\_outlines.aspx](http://www.fmhs.auckland.ac.nz/soph/undergrad/course_outlines.aspx)