



## Enrolment guideline

1. You must have UoA username and password to log in. If you do not know these, please email [onelogon@auckland.ac.nz](mailto:onelogon@auckland.ac.nz) with your full name (as it appears on your passport), your UoA ID number and date of birth (make sure to do DD/MM/YYYY or spell out the month). Your email address should match the one you used for online application.
2. Log into [Student Services Online](#) and click "Enrol" button.
3. Start to search a course and enrol. If your courses do not require UoA faculty approval (eg, most undergraduate Arts/Business/Science courses and the 100 level courses at most disciplines), you will be able to enrol in these courses directly.
3. 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 one of intended payment methods as indicated below and accept Term and Conditions and finish enrolling.
  - **Fee paid by student or family – Self Funded**
  - **Fee paid by US Financial Aid, home university or provider – Sponsor**
  - **No tuition fee for exchange students nominated by your home university**

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)

SEARCH

### 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

CANCEL

PREVIOUS

FINISH ENROLLING



4. If the courses you want to enrol in require UoA faculty approval, the following screen will appear once you submit your request for enrolment. Then click "Concessions" button.

## Enrolment Cart

1 2 3

### 3. View results

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

2010 Second Semester | Formal Award | The University of Auckland

✔ Success: enrolled
 ✘ Error: unable to enrol

Course	Results	Status
LAW 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.



5. If you think the courses you've studied at your home university meet the prerequisites, please apply for a concession. You must choose the right reason in the "Description drop box" (I've done prerequisites at other institutions) and click the "Submit" button. The relevant faculty at the University of Auckland will review your request based on the transcript you provided for the admission.

**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 Nbr	View details of request	Request
33497	FOUNTHM 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.

Select	Subject/Catalogue	Description
<input type="checkbox"/>	ACCTG 101	



6. When applying for an enrolment concession, please note that

- You will need to apply for a concession for each course that require UoA faculty approval.
- You can apply for a maximum of 5 concessions at one time.
- You can only apply for a concession for a particular course once. You cannot request a concession for the same course again. If you make a mistake when submitting your enrolment concession, please contact the Study Abroad and Exchange Team or the faculty student centre.
- If the concession is approved, you will automatically be enrolled in the course. It is important that you only request concessions for courses you intend to enrol in.
- If additional information is required by the faculty, you will be contacted via email. You will not be able to upload additional documents through Student Services Online at this stage. You must email them to the relevant faculty student centre or the Study Abroad team at [studyabroad@auckland.ac.nz](mailto:studyabroad@auckland.ac.nz).
- If your concession request is denied, you will be contacted via email regarding the outcome of your concession request. You cannot apply for a concession for the same course again. For further details or for appeals, you can contact the relevant faculty student centre or the Study Abroad team at [studyabroad@auckland.ac.nz](mailto:studyabroad@auckland.ac.nz).
- You can check the status of your concessions by logging into Student Services Online

7. Please check your timetable from Student Services Online.