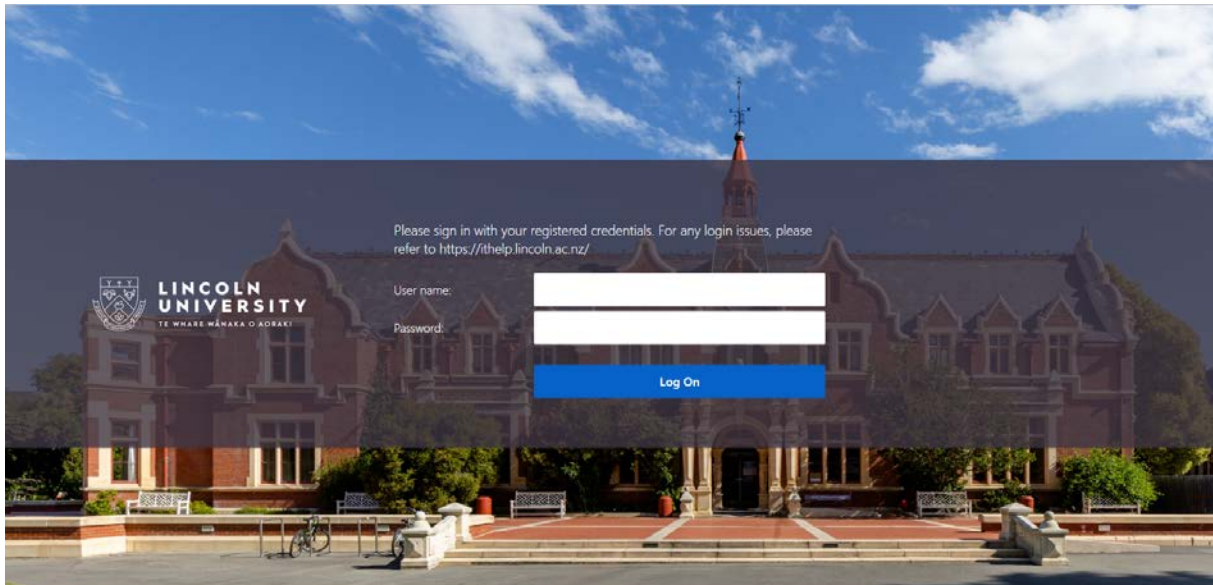# Enrolment Student Guide

LUCAS

If you are experiencing issues accessing LUCAS then please go to the troubleshooting Guide available here [LUCAS :: IT Help](#)
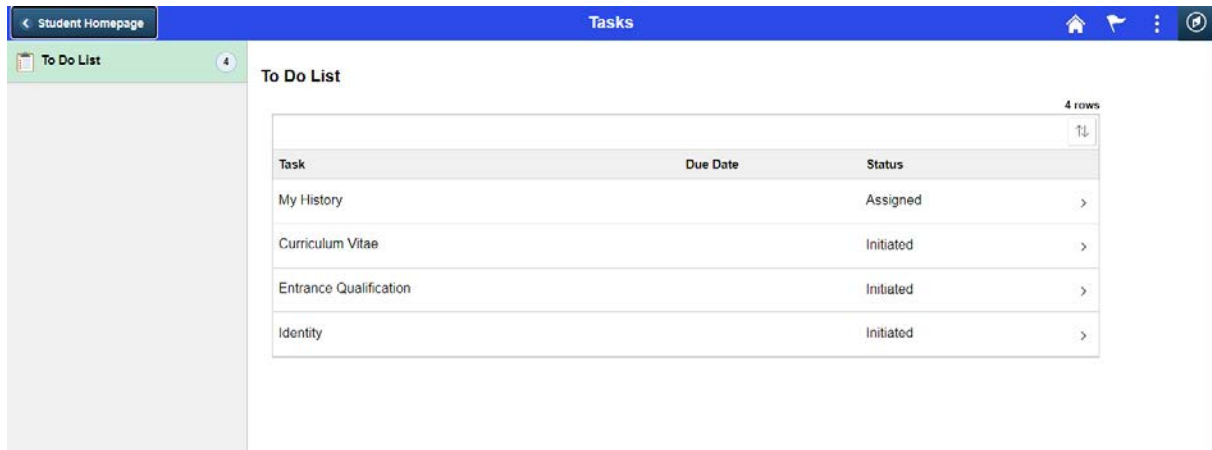
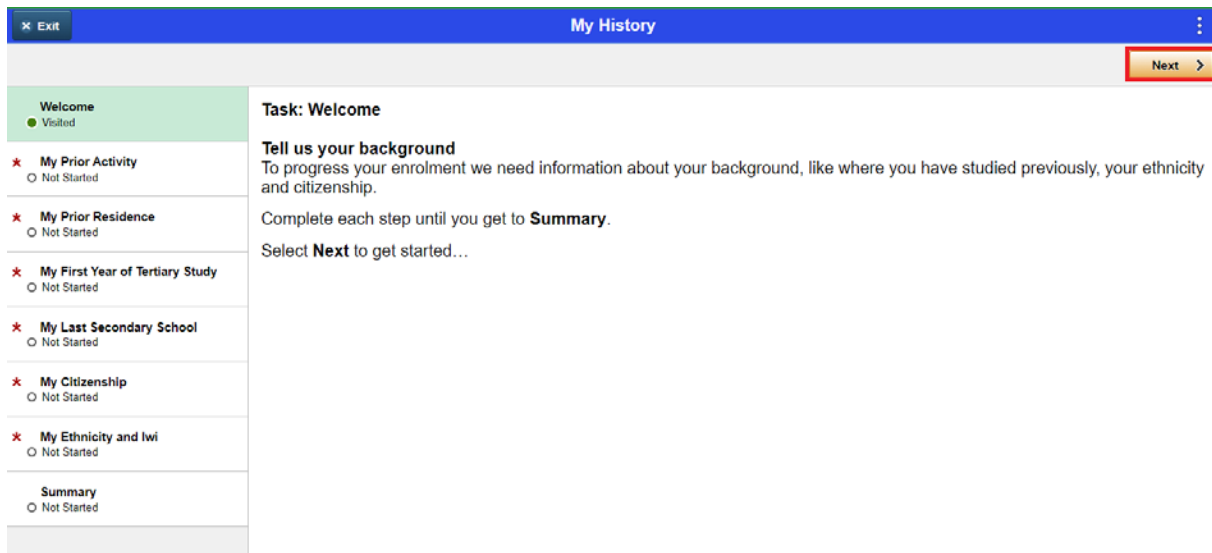1. Log into LUCAS with your username and password you received from us.
   https://lucas.lincoln.ac.nz

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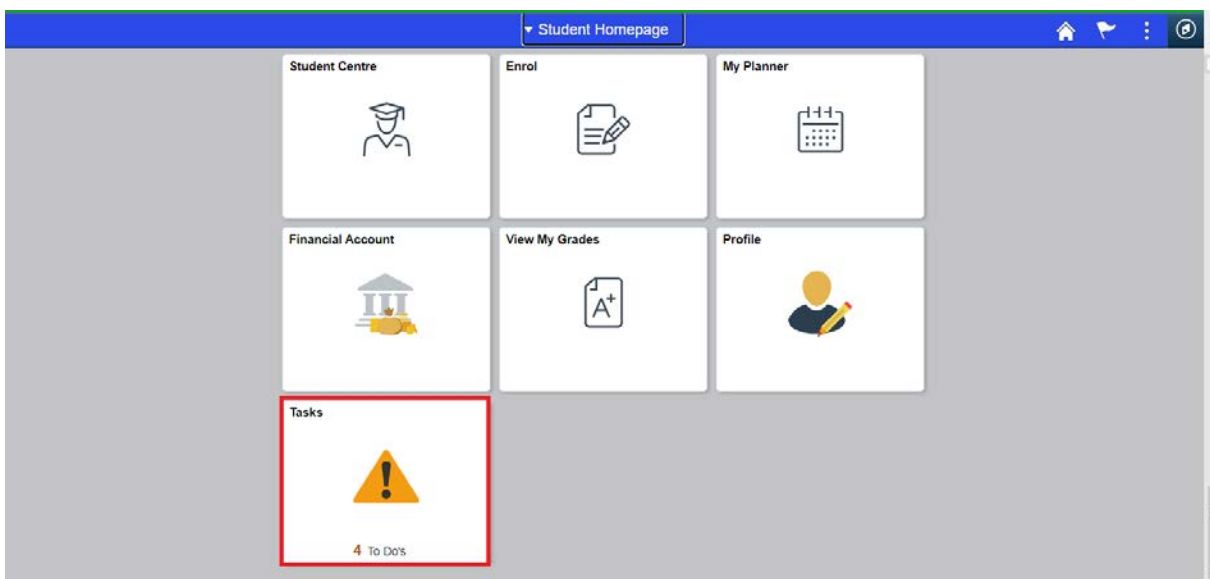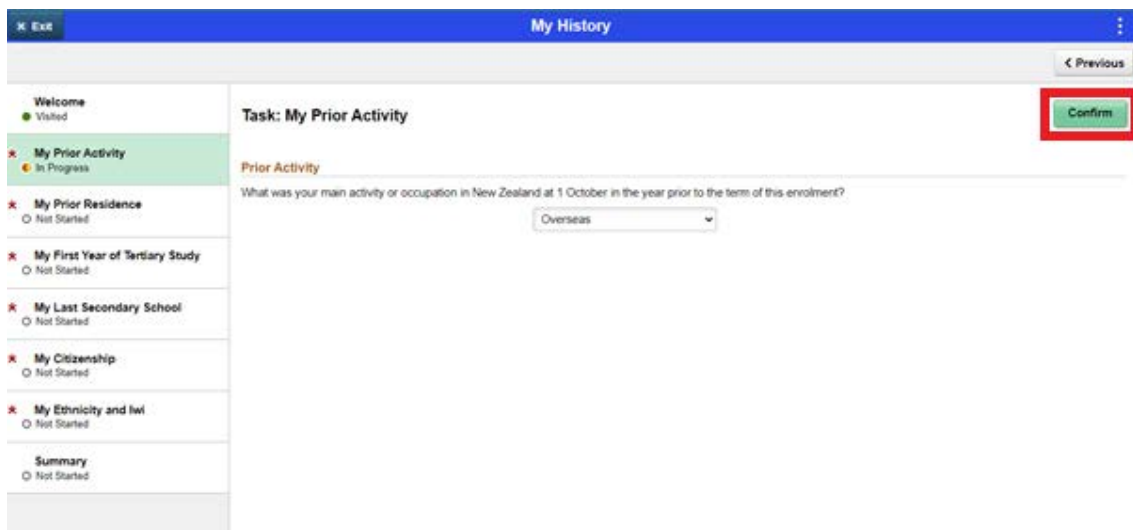
3. Complete the items in your "To Do List"

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

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

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

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.

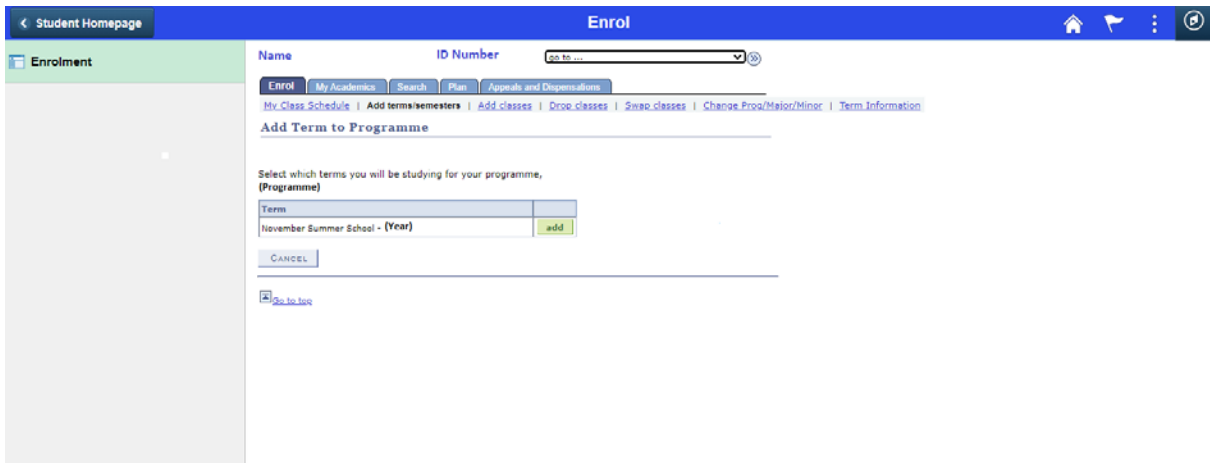7.   Once all tasks are completed you can click on the Enrol tile

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.
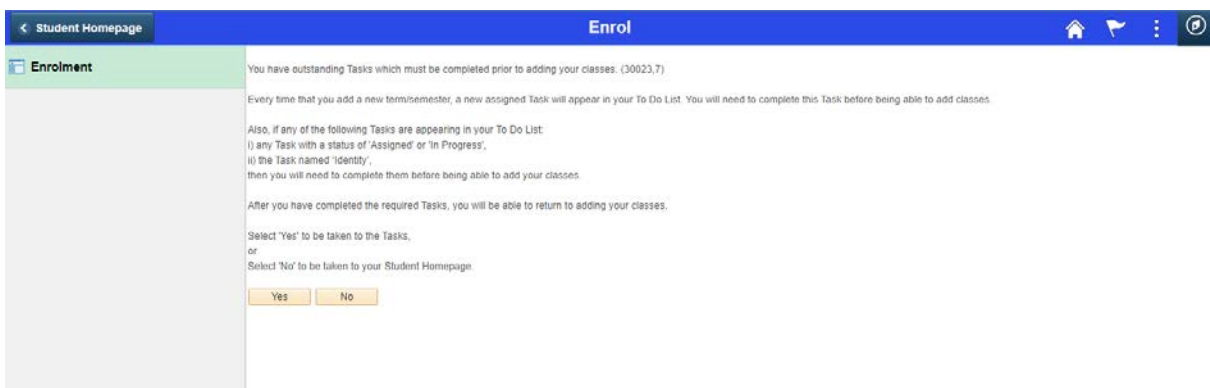

9.	Once the semester is selected you will be taken to the "Add Classes" page
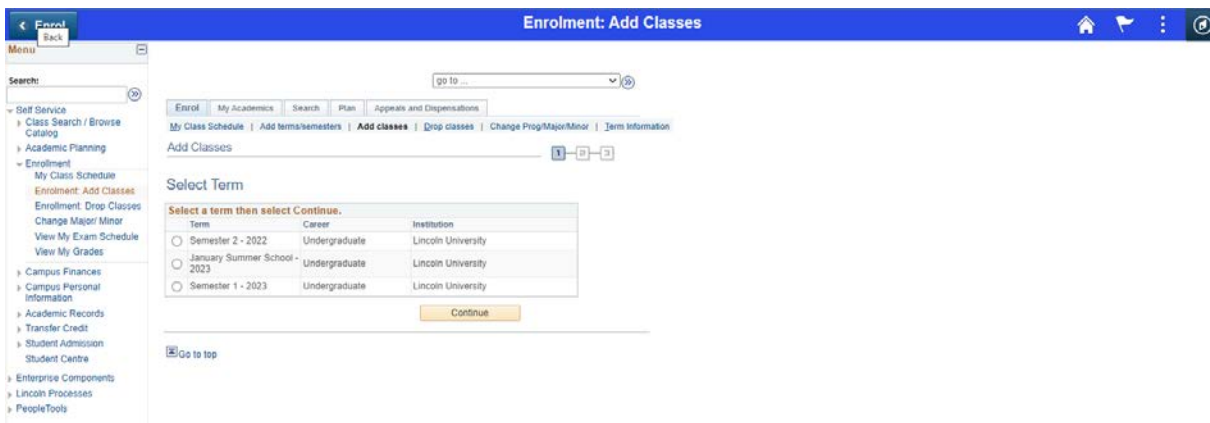
Select the semester you wish to enrol in.

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

12. Complete each task and Confirm.

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 __NO__ 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.
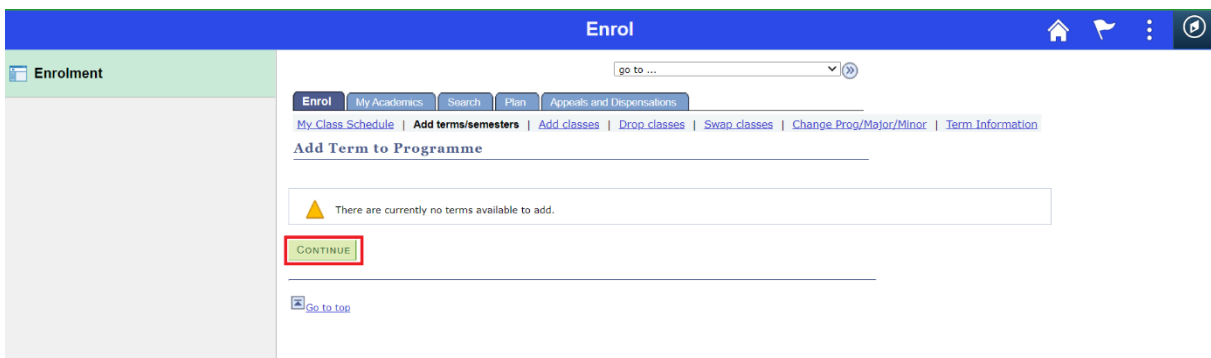
Select My Personal Details task
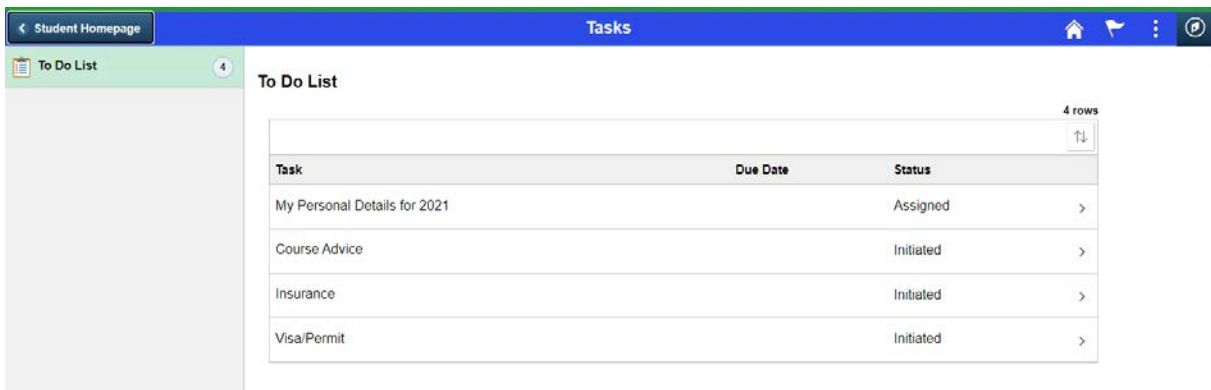
On the Welcome page click Next
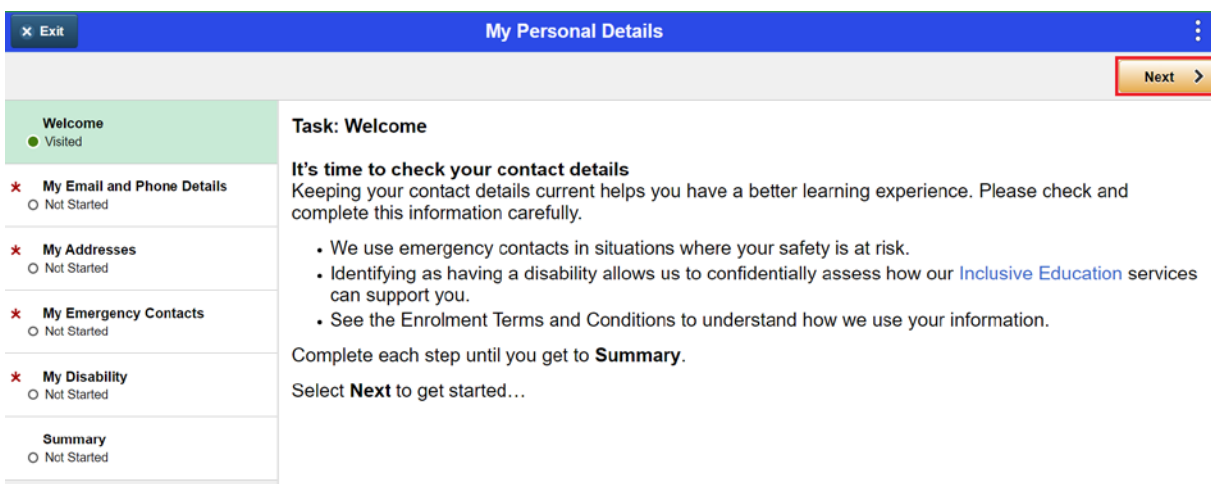
Check/update your personal details confirming each page and complete the summary page.

14. You are then taken back to the Add terms/semesters page. Click continue or add other semesters and then continue

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

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

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

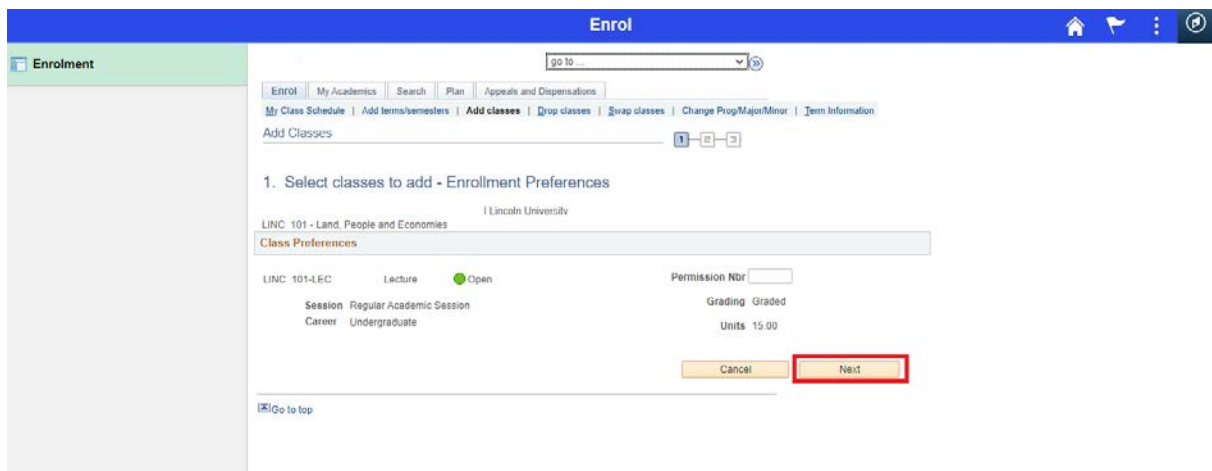Once you have found the correct course click on 'Select'.
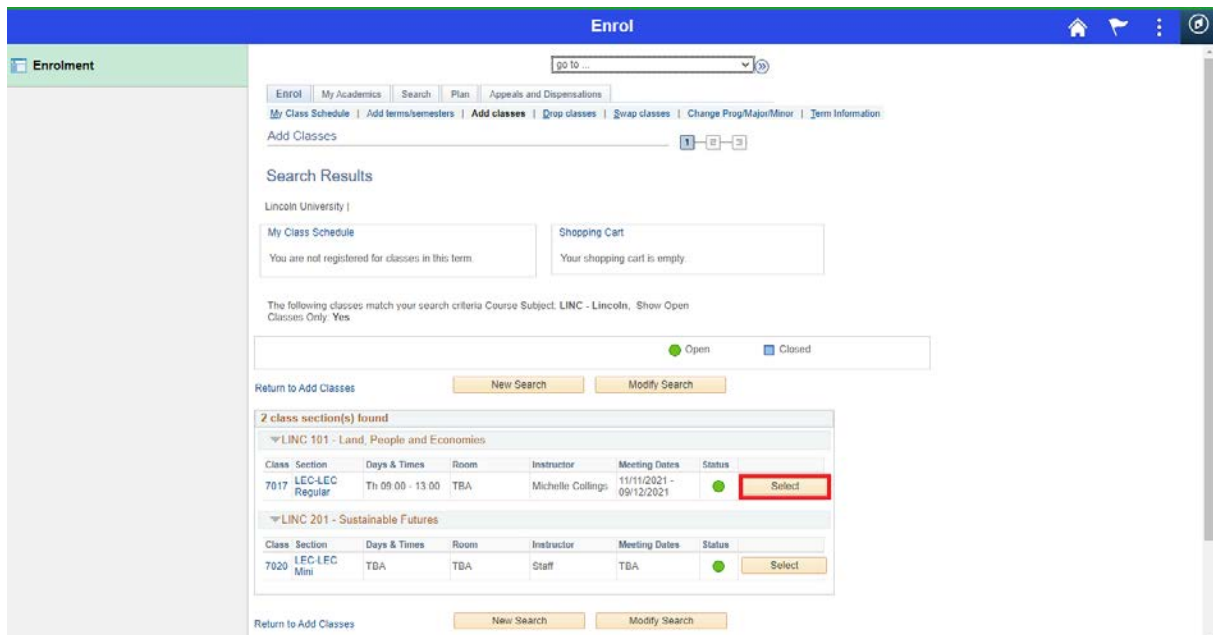
Note: You may see different sections available for one course (see descriptions below). Please select the right section as appropriate.
International students studying on Student Visa must choose LEC option for all courses.
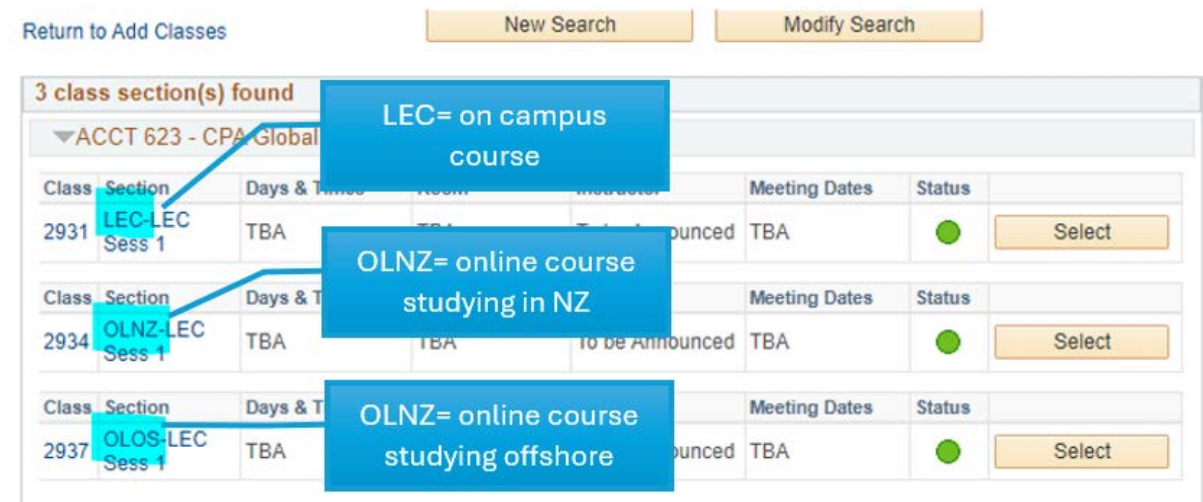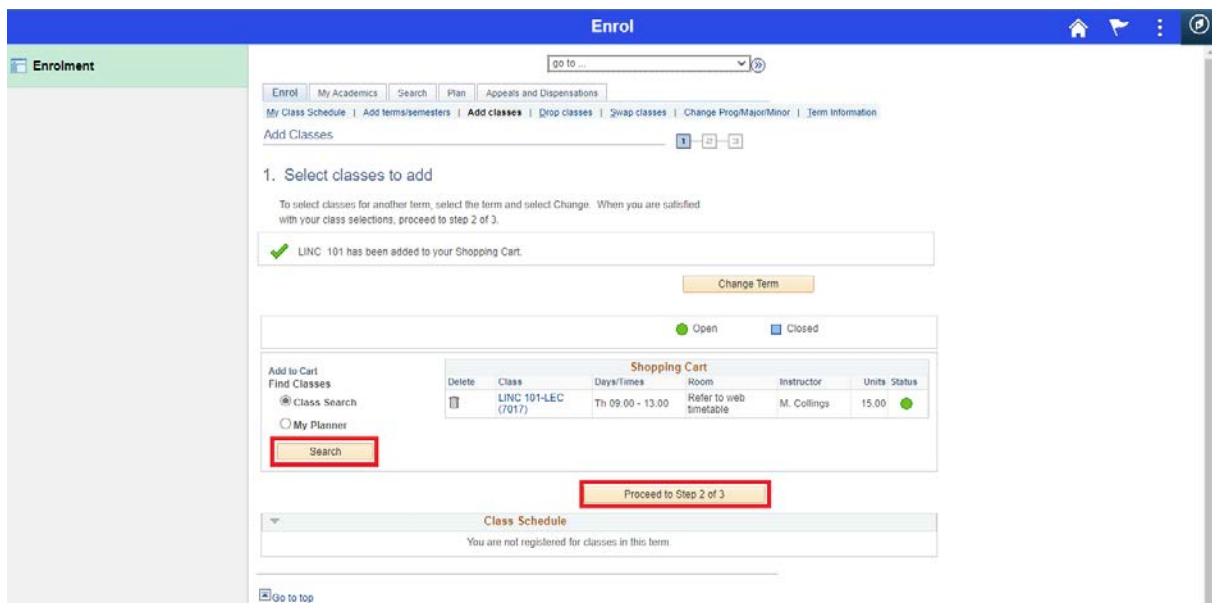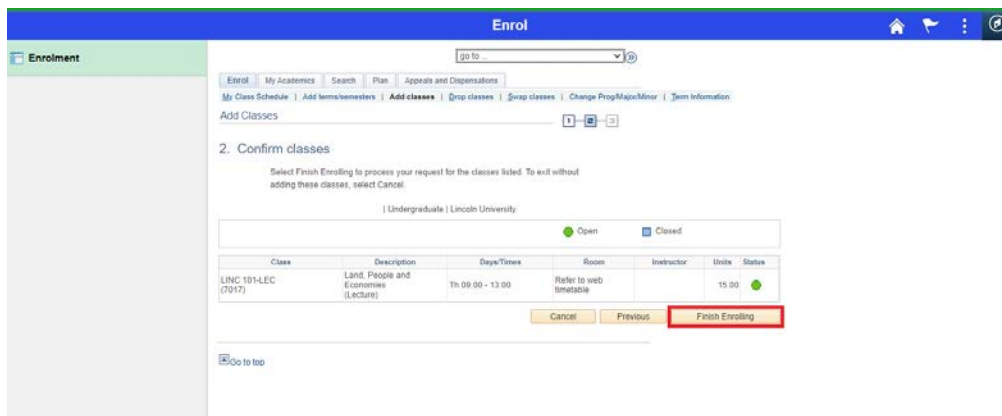
18.   Click 'Next'.

19.   The class you have added is now in your shopping cart.

If you want to enrol in more classes click on 'Search' again.
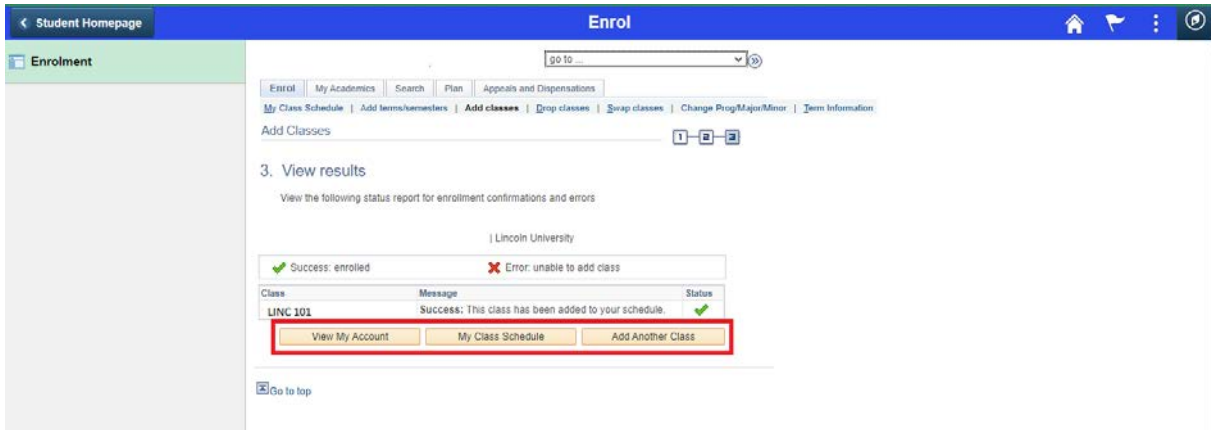
If not click on 'Proceed to Step 2 of 3'.

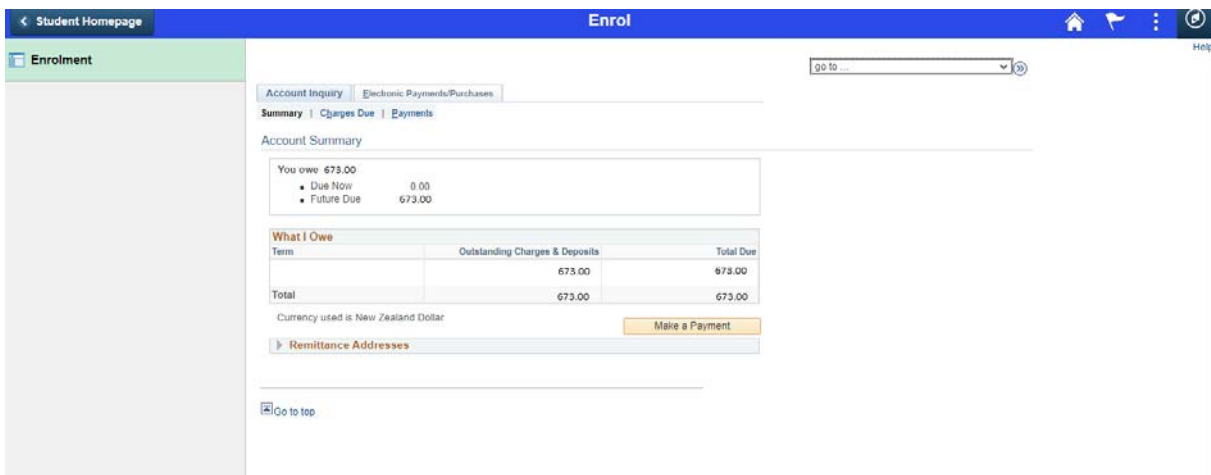20.   Once all classes have been added, click on 'Finish Enrolling'.

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

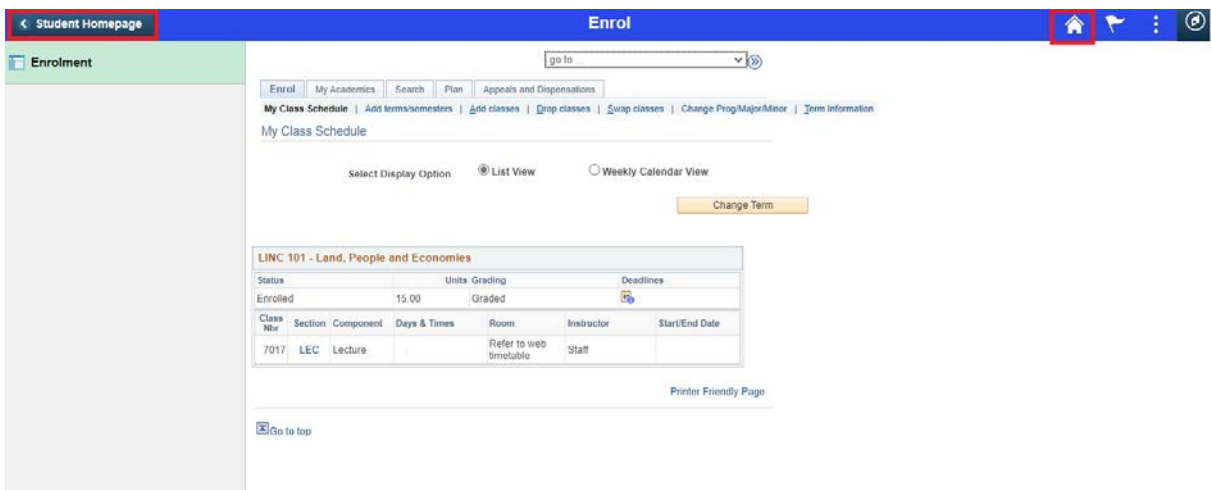If it has a ✖ you have not been enrolled and there will be a message displayed advising why.

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

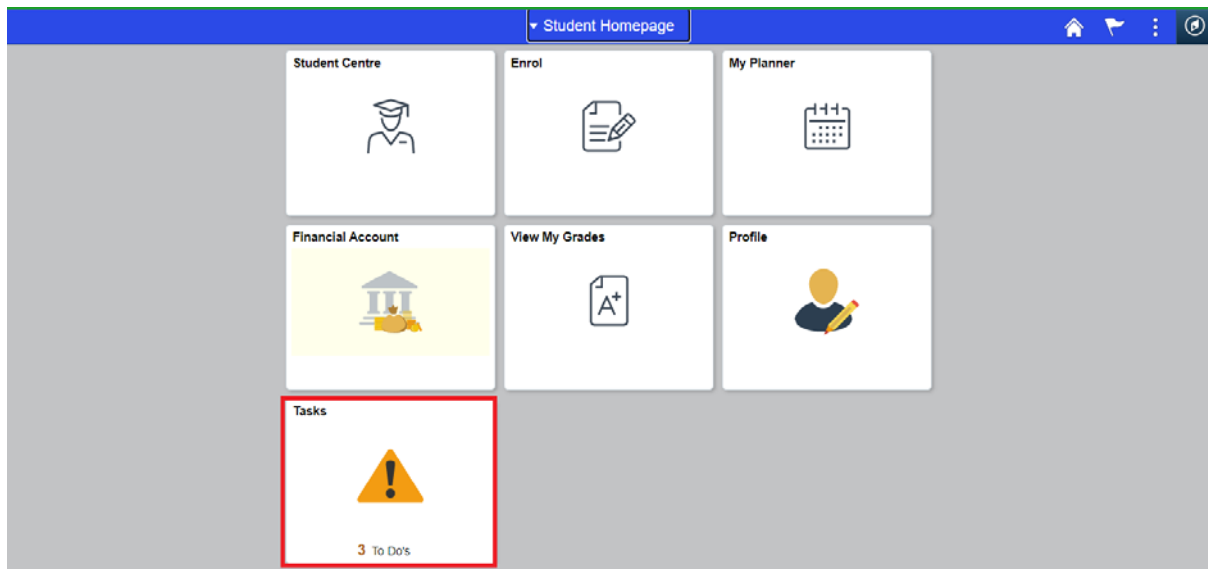22. View my Account – Continue to make a payment


23. My Class Schedule

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.
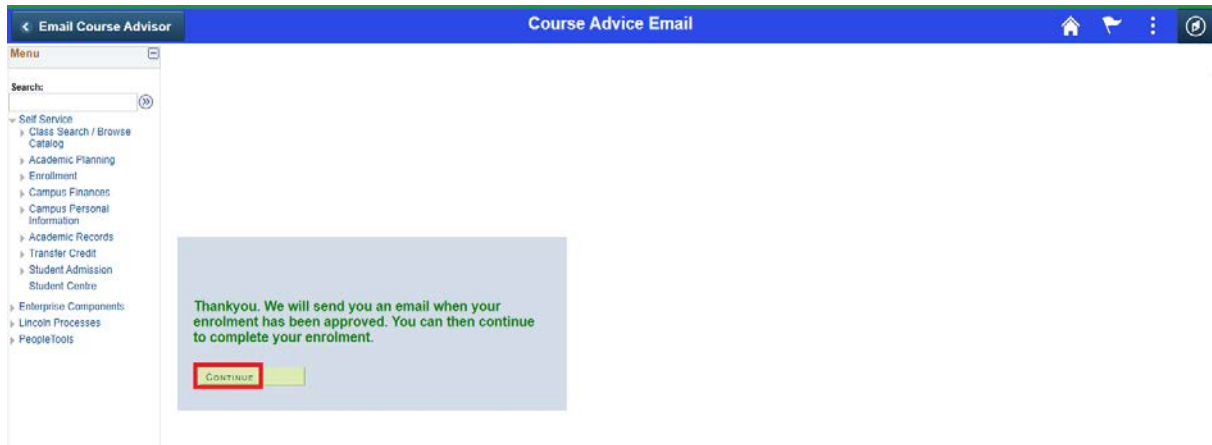

25. If you are studying a postgraduate programme, you will be required to submit a "Course Advice" request through the "Tasks" tile after adding courses.
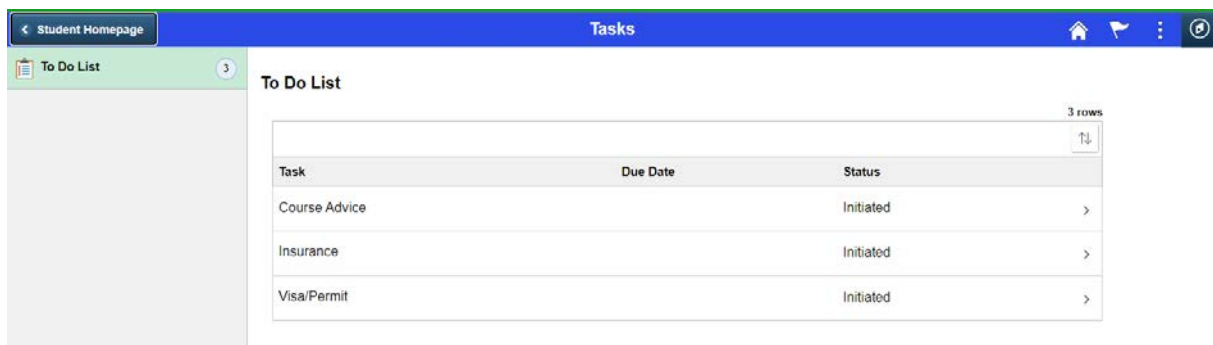
26. On this page you can add information, if you wish, for your course adviser and Submit
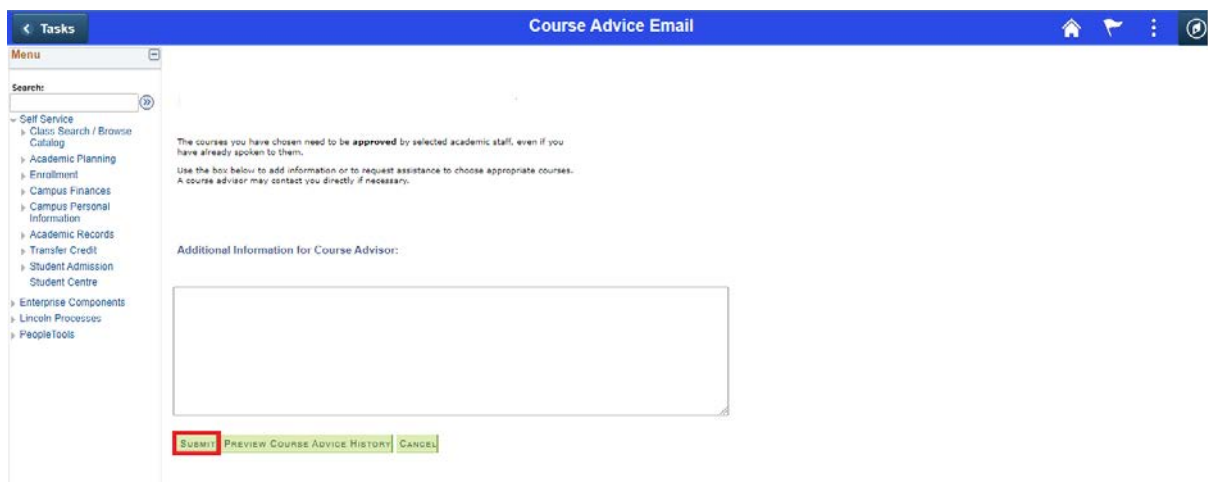
Click Continue.

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 mylinc@lincoln.ac.nz or phone +64 3 423 0000.