# Tuihono UC | UC Online Guide to enrolment

For help, contact <u>info@uconline.ac.nz</u> or call +64 3 369 0600



## Be prepared – get documentation ready, set aside about an hour, know what you want to study

#### You'll need:

- Evidence of your identity, such as a certified copy of the photo page in your passport <u>learn</u> more about what to <u>provide and certification</u>.
- 2. Proof of your academic qualifications, such as a transcript or your UC student ID number if you previously studied with UC.
- For postgraduate and master's degrees: proof of your professional work history, such as a CV or resume.

#### It's also helpful to have:

- Your National Student Number on hand if you have one. <u>You can locate your number through the NZQA website</u>.
- <u>Checked your eligibility for StudyLink assistance, if required</u>, as this process can take some time.



When you click **Get started** from the UC Online 'Ready to Apply' webpage(s), you will be taken to the first step – signing into the enrolment system.

**Sign up now** if you are new to UC Online.

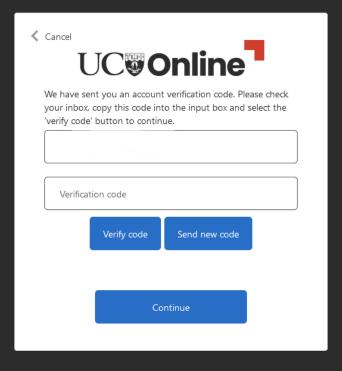
You can **Log in** if you are an existing UC Online student.





UC Online will send a verification code to your email address – enter this and click **Verify code.** 

(Note: email subject line may include "Microsoft on behalf of UC Online"...)





Once you have verified your email address, click **Continue** to choose a password.





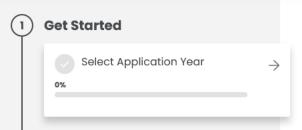
Type in your first and last name and choose a password.

Click **Create** to create your UC Online log in for enrolment.

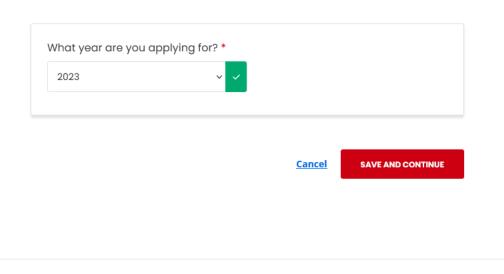








In the dropdown, choose the year you will start studying.

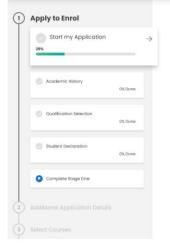


#### Need help with your application?

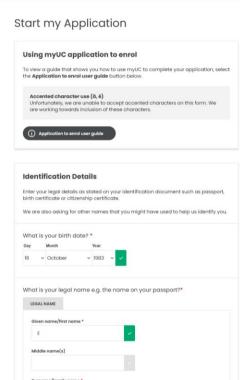




Follow the steps to add your personal details.







Given name;	first name *		
E		~	
Middle name	(s)		
Surname/fai	nily name *		
Τ,		~	
		(+)	
Are	you known by	my other names e.g. m	aiden name
		iny other names e.g. m a preferred name?	
		iny other names e.g. m a preferred name? ddillonal to your legal name th	
Plecise c			
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Plecise c	dd any other names a	dditional to your legal name th	
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Please of	dd any other names a	dditional to your legal name the state of th	
Gender •  Male  What are you	O Female	O Diverse	aat you are known by.
Gender *  Male  What are you This information obligation to	O Female  or personal prono	O Diverse	nat you are known by.  Int at U.C. You are una
Gender*   Male  What are you  This information obligation to while you are or	O Female  If personal pronound helps us to suppositore this with us student. At UC we	O Diverse	nt at UC. You are und nformation at any tire environment that
Gender *  Male  What are you This information obligation to while you are of	O Female  If personal pronound helps us to suppositore this with us student. At UC we	Diverse  Diverse  or pour journey as a stude and you can change the land	nt at UC. You are und nformation at any tire environment that

Then, complete your citizenship or residency status and your full contact details - upload certified copies of identity documentation.

If you're an international student, you'll see a message warning about eligibility – ignore this for our UC Online programmes.

Make sure you click **Save and Continue** – you can exit after this stage to return and complete your enrolment later (using your email address and password).

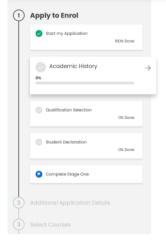






Next step is your **Academic History** – you will need to tell us what your highest level of qualification is, and where and when you completed this.

You can enter multiple qualifications.





#### Academic History

sect	ersity. There are a number of ways to gain admission to a NZ University and th ion assists us in determining if you meet the University admission standard. Yo bility is based on your qualifications, results, and English language proficiency
	at is your highest level of study, or the qualification you are currently king towards?*
0	Secondary school
	e.g. NCEA, Bursary, International Baccalaureate Diploma, Cambridge International Examinations
0	University Foundation
	e.g. UC CUP, UCIC
•	Undergraduate Degree
	e.g. Diploma, Certificate, Bachelors degree up to level 7
0	Postgraduate Degree
	e.g. Honours, Masters, PhD level 8 and above

FIRST QUALIFICA	TION		
What is the nam	ne of this qualificat	on? •	
			~
What year did y	ou start this qualifi	cation? *	
2007		<b>~</b>	
Have you comple	ted this qualification	?*	
<ul><li>Yes</li></ul>	O No	~	
What year did y	ou complete this q	ualification? •	
2010		~ ~	
Educational pro	vider *		
Test			<b>₩</b>
Country •			
New Zealand		~ ~	
you have at	her tertiony lev	el study to tell us c	shout?
you nave or	nor tortiary lev	or study to tell us t	nout.
		<b>(</b>	
		Add qualification	



For postgraduate qualifications including master's degree applications, you must upload proof of your qualification(s), such as a transcript, so that our teams can check you meet requirements for the programme.

Make sure you click **Save and Continue**.





FIRST QUALIFICA	THOM	
	condary high school in New 2	loaland? •
<ul><li>Yes</li></ul>	O No	
Do you knov	v your National Stude	ent Number (NSN)?
given to those w	of Student Number or New Ze the have previously studied include any zeroes at the st	ealand Qualifications Authority (NZQA) number in New Zaaland, Your NSN is usually a 9 digit ort of the number.
		0  ~
What year did y qualification? * 2006	ou complete this qualificat	ion, or will you complete this
Are you still wait	ing for your results?	
O Yes	No	
Was 2006 your la	ast year of secondary/high sci	hoof? *
<ul><li>Yes</li></ul>	O No	
Militaria accomplisma	ry/high school were you att	tending when you got this
qualification?	(Academy for Gifted Edu ~	
qualification?*		
qualification?*		
qualification?*  AGE School	nother secondary/hig	gh school qualification to tell us abou
qualification?*  AGE School	other secondary/hig	gh school qualification to tell us abou



#### **Qualification Selection:**

Tick Undergraduate
For **Certificate in Criminal Justice** 

#### OR

Tick Postgraduate

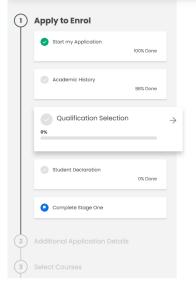
For masters' degrees, postgraduate certificates or postgraduate diplomas (see next slides for Master of Health Sciences (Nursing)).

Under 'Do you expect to complete...' check against our website for study length.

Check the start-date is correct for your chosen intake – e.g. January, April, July or October.

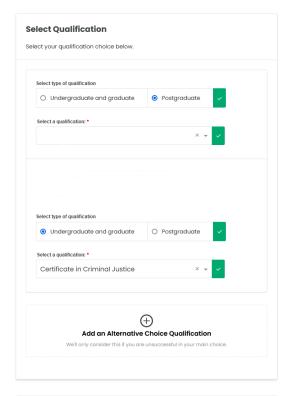
Make sure you click **Save and Continue.** 







#### **Qualification Selection**



Do you expe	ct to complete	e any UC qualification this year? *
O Yes	<ul><li>No</li></ul>	<b>~</b>

Cancel SAVE AND CONTINUE

#### **Qualification Selection – Study Options:**

You will also need to select **Study Option** from the drop-down box.

#### Choose the intake you wish to start studying.

#### For example:

- Certificate in Criminal Justice UC Online, part time 3
   February 2025 or UC Online, full time 3 February 2025.
- Postgraduate Certificate in Strategic Leadership UC
   Online, part time 14 July 2025 or UC Online, part time 14 July 2025.

Make sure you click Save and Continue.



#### **Study Options**

opti	on below.
If you	qualification is closed for the intake you request, please choose another intake. have any queries please contact us using AskUC Live Chat; phone <u>0800 VARSIT (48)</u> or email <u>enrol@canterbury.ac.nz</u> .
Wher	e and how will you study? *
	<b>V</b>

ance	SA

SAVE AND CONTINUE



## Qualification Selection for MHealSc(Nursing):

Tick Postgraduate, Choose **Master of Health Sciences.** 

Then, choose endorsement of **Nursing** from the drop-down box.

Under 'Do you expect to complete...' select '**No**' as you will complete this degree in a minimum of 2 years.

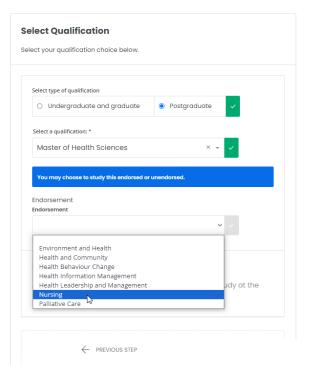
You will also need to select **Study Option** of **UC Online**, **full time – with the relevant start-date**.

Make sure you click **Save and Continue**.





#### **Qualification Selection**

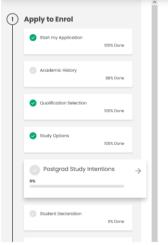


#### **Study Options**

option belo	ow.
If you have any	on is closed for the intake you request, please choose another intak queries please contact us using AskUC Live Chat; phone <u>0800 VARS</u> ail <u>enrol@canterbury.ac.nz</u> .
Where and ho	ow will you study? *

Cancel SAVE AND CONTINUE

If you have chosen to study a master's degree or postgraduate qualification, complete your study goals – this helps us to process your application.



Upload a **copy of your resume or CV** to support your application, or other **proof of experience** to support eligibility.

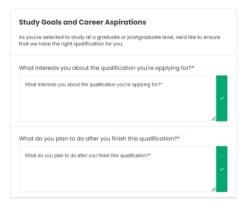
You won't need a research supervisor, so leave this blank.

Make sure you click **Save and Continue**.



← PREVIOUS STEP

#### Postgrad Study Intentions





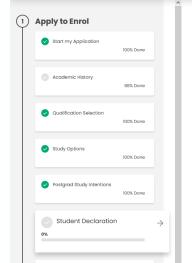
Potential research supervisor (thesis only)	
Your Supervisor is someone who will work closely with you for the period of your research. Visit Welcome to UC Research Profile to find a potential supervisor.	
If you have already contacted a potential supervisor, what is their name	9?

Cancel SAVE AND CONTINU

# All students must read and agree to the Student Declaration – this covers important information about your study.

Make sure you click **Save and Continue**.





← PREVIOUS STEP

#### Student Declaration

The following declaration outlines how we manage your information. If you choose not to agree won't be able to continue with your application.

I understand that the University of Canterbury will collect, store, use and disclose personal information about me in the course, and for the purpose, of conducting its normal and proper business and for the purposes of marketing/public relations, fundraising and maintaining aloner records, and that a unique identifier will be assigned to me to facilitate this. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1933, and as outlined on the UC Privacy Statements. This privacy statement operates in conjunction with the University of Canterbury & Privacy Policy. Where there is any conflict with the Privacy Policy, the terms of the Privacy Policy will prevail. I acknowledge that I have the right to access and seek correction of personal information held about me and understand that if I withhold information or provide false or misleading information we personate means the contraction of the privacy provide false or misleading information we personate means the contraction of the privacy provide false or misleading information we personate means the privacy provide false or misleading information we personate means the provide false or misleading information we personate means the provide false or misleading information we personate means the provide false or misleading information we personate means the provide false or misleading information we personate means the provide false or misleading information we personate means the provide false or misleading information we personate means the purpose of the purpose of the purpose of the provide false or misleading information we personate means the purpose of the purpos

The personal information collected will be controlled by the University, while you remain enrolled, and for such time thereafter as is necessary for the University to fulfill its administrative obligations, or for the purposes of providing alternative enrolment pathways. While you remain enrolled at the University you will be asked regularly to update that information. As well as for the purposes of conducting its proper business, the University uses personal information for a variety of statistical and research purposes, but in so doing it always ensures that no individual can be identified.

You should be aware that examination results and results for in-term assessment constitute personal information under the Privacy Act and you also have the right to request that your work be returned to you privately. Graduation information, including your name and award, will be made public information.

- For domestic students, upon request, your graduation information may be provided to your secondary school for use in honours boards, school publications and for the purposes of improving teaching practice.
- For international students, information concerning your academic progress or withdrawal, including grade and well being information, may be provided to or shared with your agent, homestay host, sponsor or home university upon request under agreements that facilitate your enrolment into UC, for the purposes of providing you academic and pastoral support or for the provision of Study Abroad transfer of credit and evidence relating to compliance with conditions of entitlement to study in New Zealand.

If you have any questions about the privacy of your personal information please contact the University's Privacy Officer, the Registrar.

#### What do I agree to?

By agreeing to the student declaration:

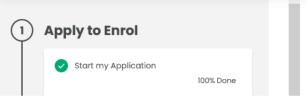
- I declare that all the information submitted in this application form and in the attached documents is correct and complete, and that I accept the terms of the <u>Student Code of</u> Conduct (<u>Pdf.</u> 338(<u>B)</u>)
- I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my enrolment.
- I acknowledge that the submission of fraudulent, forged, or otherwise dishonest
  documentation in support of this application will automatically disqualify me from
  enrolment. I understand that in such a case the University of Canterbury reserves the right
  to inform all other New Zealand universities of the fact along with my name and date of
  birth and that the Police and/or immigration may also be informed.
- I consent to the collection and use of my personal information as outlined above.

I agree to the above declaration:\*

Application Declaration Information



Cancel SAVE A



Congratulations! You have completed **Stage One** of the application to enrol for UC Online.

Make sure you click **Complete Stage One.** 



#### Complete Stage One

By selecting Complete Stage One you will not be able to go back and make any changes to this stage.

If you need any assistance, contact the Contact Centre on <u>0800 VARSITY (827 748)</u>, international <u>+64 3 369 4999</u>, or email <u>enrol@canterbury.ac.nz</u>

How happy are you with the application process so far?

Please rate your experience



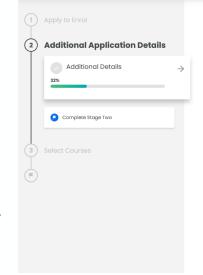
Cancel

COMPLETE STAGE ONE



#### **Stage Two** is where you add in important information to support your application to enrol – this includes:

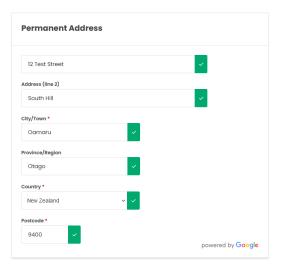
- Permanent address
- Study address
- Emergency contact information e.g., parent, spouse, sibling, flatmate
- Ethnicity
- Identity groups (optional)
- Language
- Learning needs or conditions
- Family status
- First year(s) of university study
- Earning status
- Information on <u>UCSA membership</u>

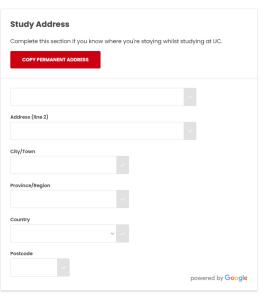


Continue at the bottom of the screen

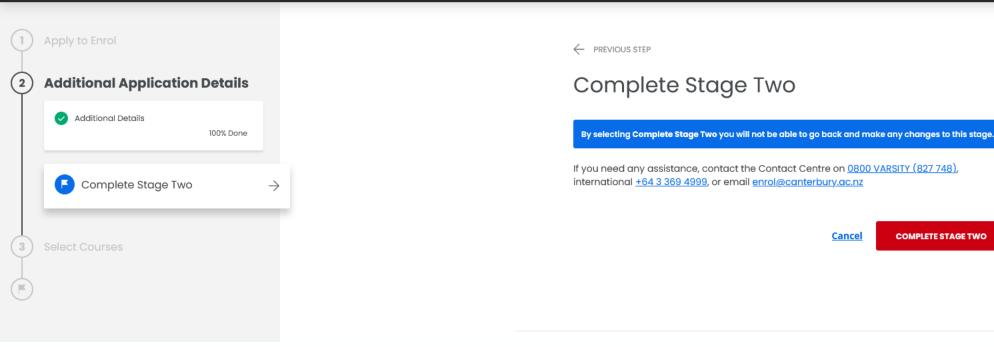
## Make sure you click **Save and**











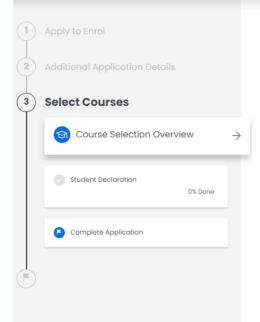
Cancel

**COMPLETE STAGE TWO** 

Congratulations! You have completed **Stage Two** of your application to enrol with UC Online.

Make sure you click **Complete Stage Two** 





**Stage Three** is where you select the courses you'll study.

Check our website for which courses to select, based on your chosen programme.

Make sure you click Save and Continue

#### Course Selection Overview

If you need to make a change to your qualifications, select **Change qualification / subjects** below.

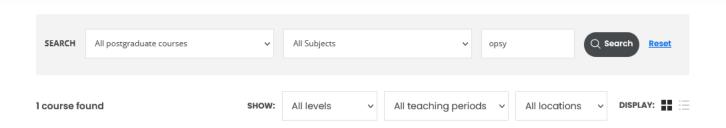




- If you need assistance choosing courses or planning your programme of study, please contact the appropriate Student Advisor
- To view what your timetable may look like, please insert courses into the mock timetable planner









### Make sure when selecting courses that you choose the course with (O) in brackets to signify UC Online.

For example:

CRJU101-25X1 (O)

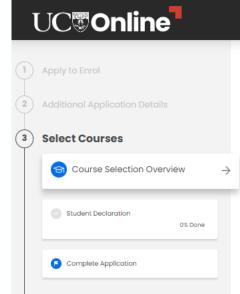
OPSY610-25X1 (O)

HLTH466-25X1 (O)

MBAD615-25X1 (O)

Make sure you click **Save Courses.** 





The courses you've selected for your programme will be listed now – so you can check again.

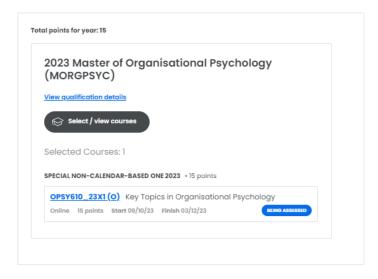
In particular, please check that the startdate is correct for the month and year you wish to start learning online.



#### **Course Selection Overview**

If you need to make a change to your qualifications, select **Change qualification / subjects** 



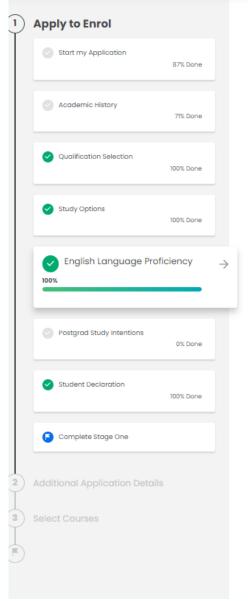


Please contact us if you need assistance choosing courses or planning your programme of study:

- If you need assistance choosing courses or planning your programme of study, please contact the appropriate Student Advisor
- To view what your timetable may look like, please insert courses into the mock timetable planner

Cancel

SAVE AND CONTINUE

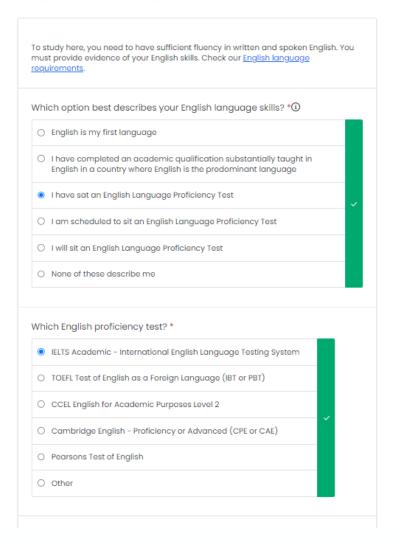


If you're an international student, you'll be asked to give proof of English
Language proficiency – please check requirements and be prepared to upload documents to prove this.

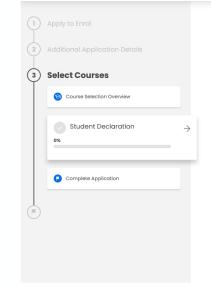
You'll also be asked about insurance – choose **Other** as this relates to students on campus only.



#### English Language Proficiency







All students must read and agree to the Student Declaration – this covers important information about your study.

Make sure you click **Save and Continue.** 





#### Student Declaration

The following declaration outlines how we manage your information. If you choose not to agree you won't be able to continue with your application.

I understand that the University of Canterbury will collect, store, use and disclose personal information about me in the course, and for the purpose, of conducting its normal and proper business and for the purpose of marketing/public relations, fundraising and maintaining donor records, and that a unique identifier will be assigned to me to facilitate this. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993, and as outlined on the UC Privacy Statements. This privacy statement operates in conjunction with the University of Canterbury's Privacy Policy. Where there is any conflict with the Privacy Policy, the terms of the Privacy Policy will prevail. I acknowledge that I have the right to access and seek correction of personal information held about me and understand that if I withhold information or provide false or misleading information my enrolment may be terminated.

The personal information collected will be controlled by the University, while you remain enrolled, and for such time thereafter as is necessary for the University to fulfil its administrative obligations, or for the purposes of providing alternative enrolment pathways. While you remain enrolled at the University you will be asked regularly to update that information. As well as for the purposes of conducting its proper business, the University uses personal information for a variety of statistical and research purposes, but in so doing it always ensures that on individual can be identified.

You should be aware that examination results and results for in-term assessment constitute personal information under the Privacy Act and you also have the right to request that your work be returned to you privately. Graduation information, including your name and award, will be made public information.

- For domestic students, upon request, your graduation information may be provided to your secondary school for use in honours boards, school publications and for the purposes of improving teaching practice.
- For international students, information concerning your academic progress or withdrawal, including grade and well being information, may be provided to or shared with your agent, homestay host, sponsor or home university upon request under agreements that facilitate your enrolment into UC, for the purposes of providing you academic and pastoral support or for the provision of Study Abroad transfer of credit and evidence relating to compliance with conditions of entitlement to study in New Zedand.

If you have any questions about the privacy of your personal information please contact the University's Privacy Officer, the Registrar.

#### What do I agree to?

By agreeing to the student declaration:

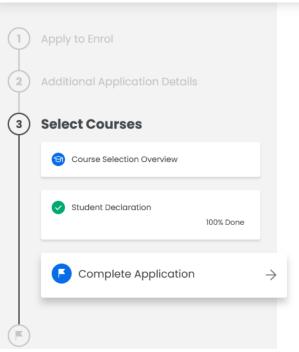
- I declare that all the information submitted in this application form and in the attached documents is correct and complete, and that I accept the terms of the <u>Student Code of</u> Conduct (pdf, 338KB)
- I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my enrolment.
- I acknowledge that the submission of fraudulent, forged, or otherwise dishonest
  documentation in support of this application will automatically disqualify me from
  errolment. I understand that in such a case the University of Canterbury reserves the right
  to inform all other New Zealand universities of the fact along with my name and date of
  birth and that the Police and/or immigration may also be informed.
- I consent to the collection and use of my personal information as outlined above.

I agree to the above declaration:\*



Cancel

SAVE AND CONTINUE



## Congratulations! You have completed your application to enrol with UC Online!

Make sure you click **Complete Application.** 





#### **Complete Application**

By selecting Complete Application you are confirming you want to send your application for assessment.

You can still make changes to your courses or withdraw any of your enrolments from your Manage my study page up until your Enrolment Agreement is available.

Select Cancel if you are not yet ready to submit your application. You can return to your application when you are ready to complete.

If you need any assistance, contact the Contact Centre on <u>0800 VARSITY (827 748)</u>, international <u>+64 3 369 4999</u>, or email <u>enrol@canterbury.ac.nz</u>

<u>Cancel</u>

COMPLETE APPLICATION

#### We're looking forward to seeing you online!

#### What happens next:

- Our team will check your application.
- 2. We'll be in touch via email if there is any more information we need to progress your application.
- 3. Once all is approved, you will receive an email with an Offer of Place, followed by an Enrolment Agreement.
- 4. You must sign the Enrolment Agreement and arrange to pay your fees before study begins.

For help, contact <u>info@uconline.ac.nz</u> or call (03) 369 0600.

