Tuihono UC | UC Online Guide to enrolment

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

UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online

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

You'll need:

1. Evidence of your identity, such as a certified copy of the photo page in your passport - learn more about what to provide and certification.
2. Proof of your academic qualifications, such as a transcript or your UC student ID number if you previously studied with UC.
3. **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. You can locate your number through the NZQA website.
- Checked your eligibility for StudyLink assistance, if required, as this process can take some time.

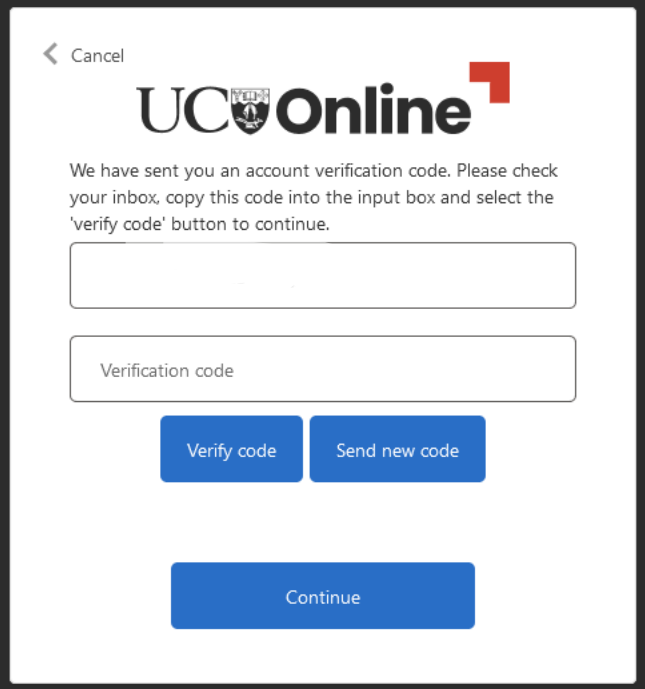
When you click **Get started** from the UC Online 'Ready to Apply' webpage(s), you will be taken to the first step – signing into the enrolment system.

Sign up now if you are new to UC Online.

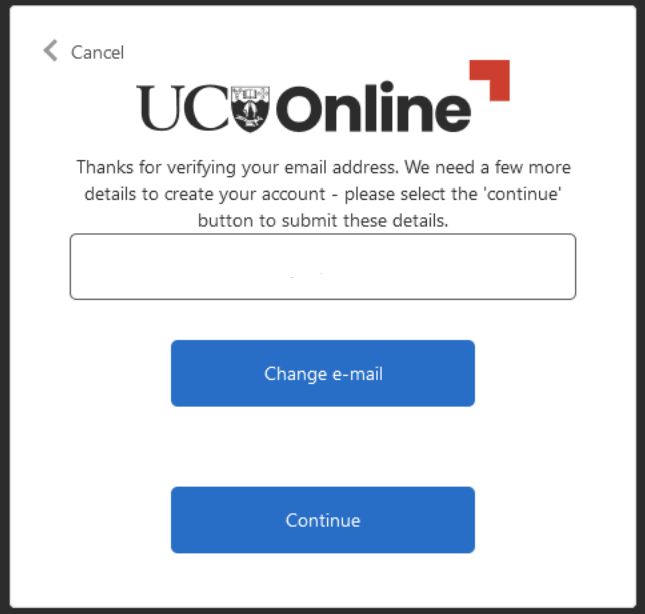
You can **Log in** if you are an existing UC Online student.

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"…)

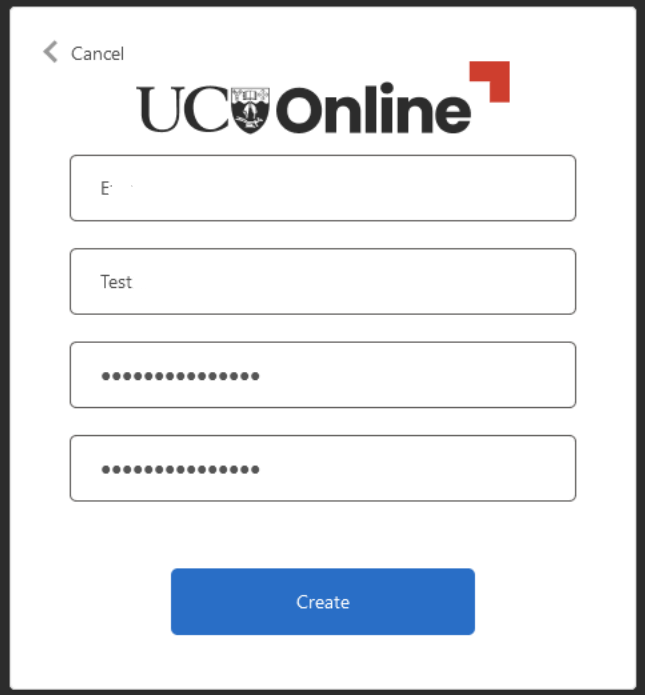


Once you have verified your email address, click **Continue** to choose a password.



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

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

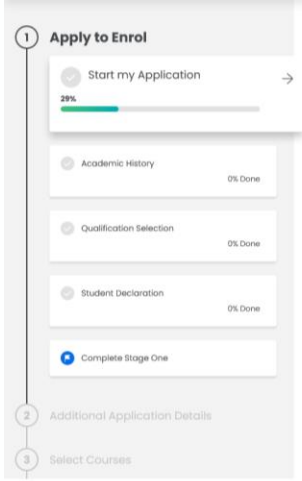


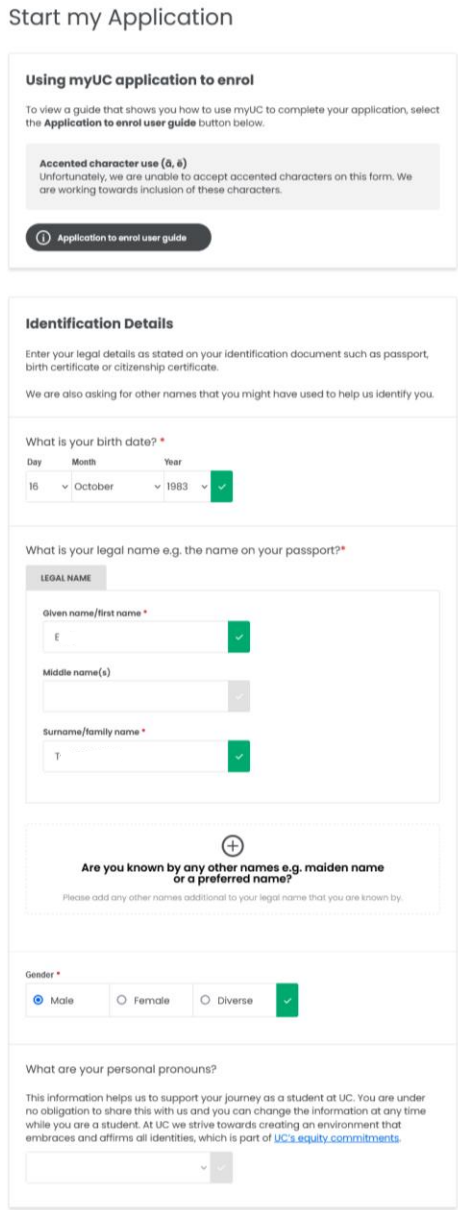
UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online

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

Follow the steps to add your personal details.





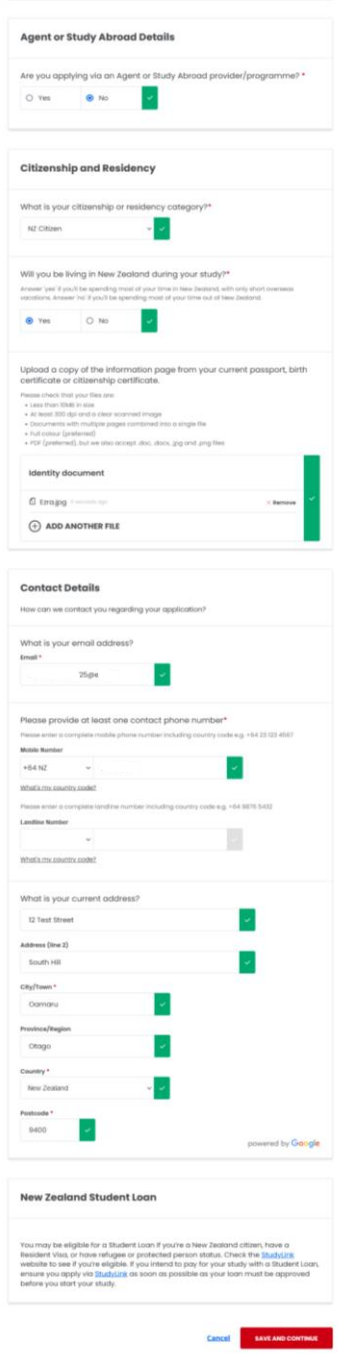
UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online

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).

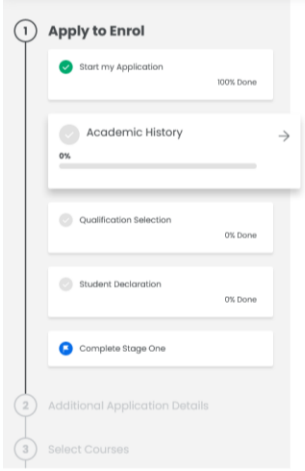


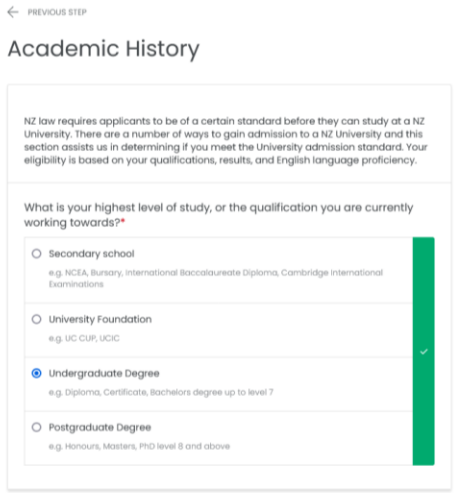
UC UNIVERSITY OF CANTERBURY Te Whare Wānanga o Waitaha CHRISTCHURCH NEW ZEALAND

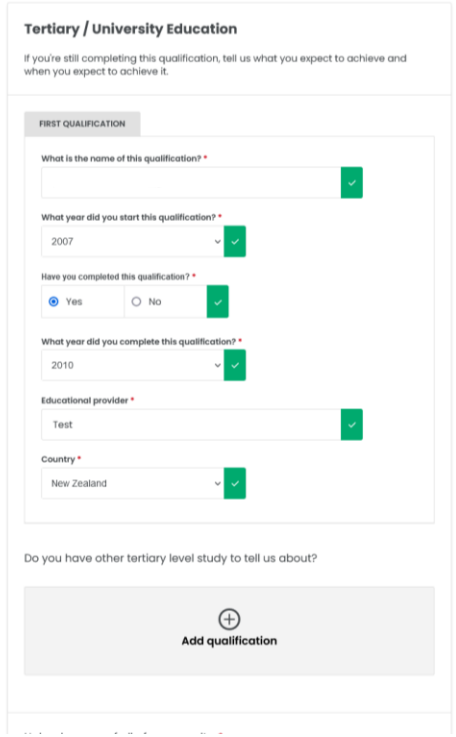
Tuihono | Online

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.





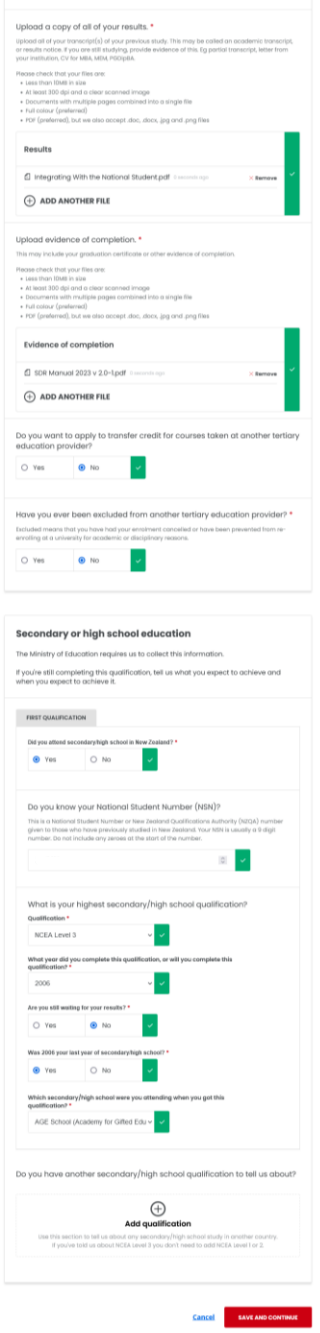


UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online

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**.



UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online

Qualification Selection:

Tick Undergraduate
For **Certificate in Criminal Justice**

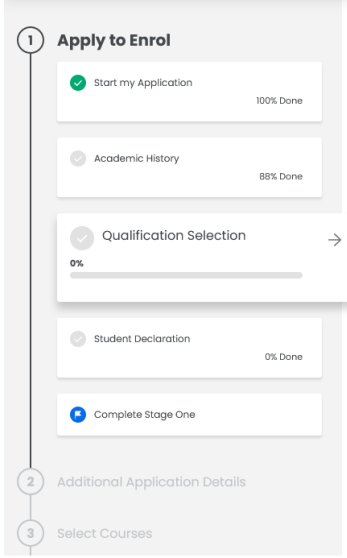
OR

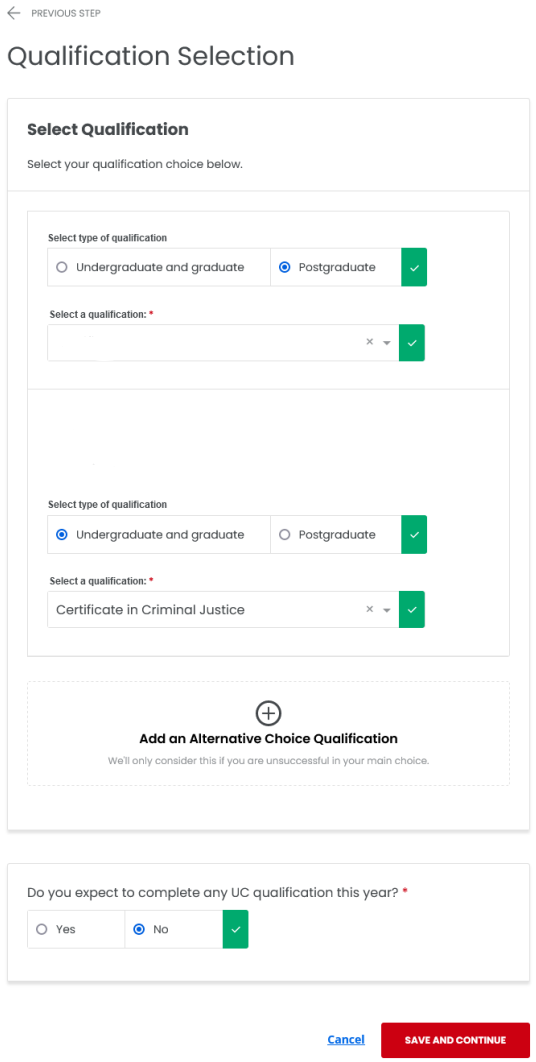
Tick Postgraduate
For **masters' degrees, postgraduate certificates** or **postgraduate diplomas**
(see next slides for **Master of Health Sciences (Nursing)**).

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.**





UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online

Qualification Selection – Study Options:

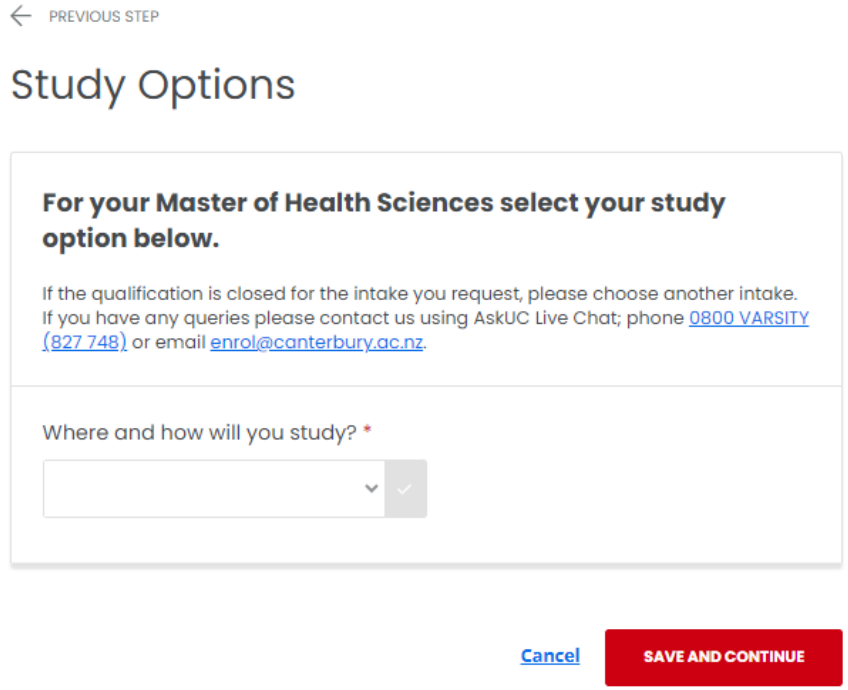
You will also need to select **Study Option** from the drop-down box.

Choose the intake you wish to start studying.

For example:

- Certificate in Criminal Justice – UC Online, part time – 29 January 2024 or UC Online, full time – 29 January 2024.
- Postgraduate Certificate in Strategic Leadership – UC Online, part time – 15 July 2024 or UC Online, part time – 15 July 2024.

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



UC UNIVERSITY OF CANTERBURY Te Whare Wānanga o Waitaha CHRISTCHURCH NEW ZEALAND

Tuihono | Online

Qualification Selection for MHealSc(Nursing):

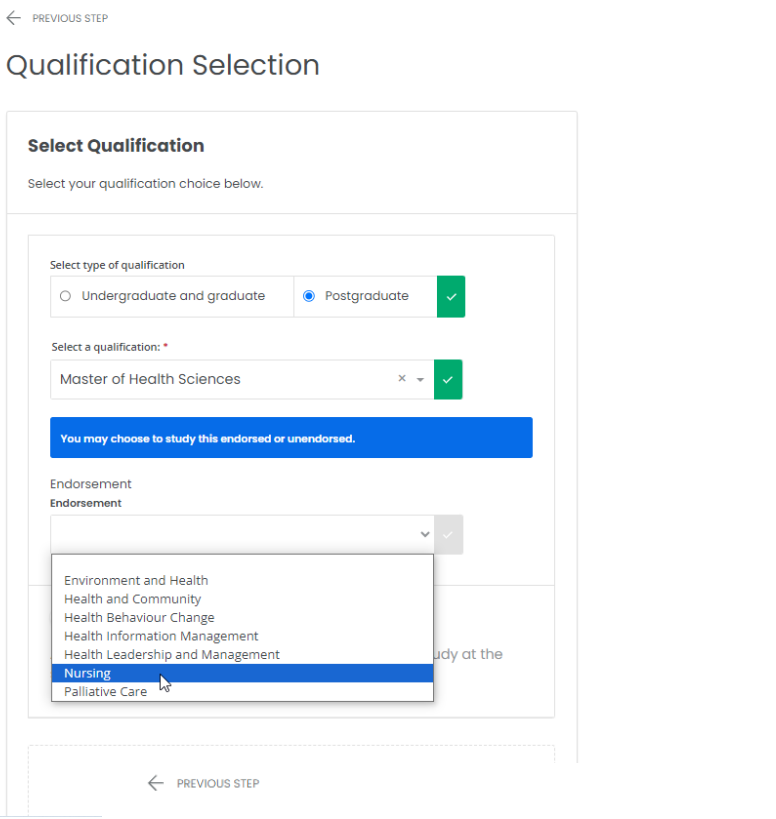
Tick Postgraduate,
Choose **Master of Health Sciences.**

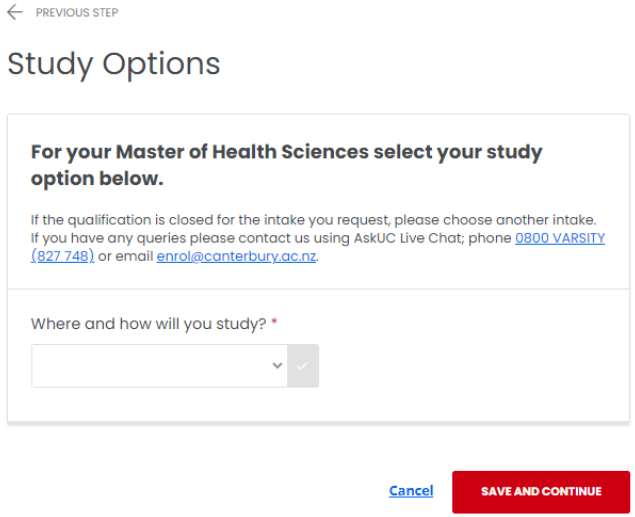
Then, choose endorsement of **Nursing** from the drop-down box.

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**.

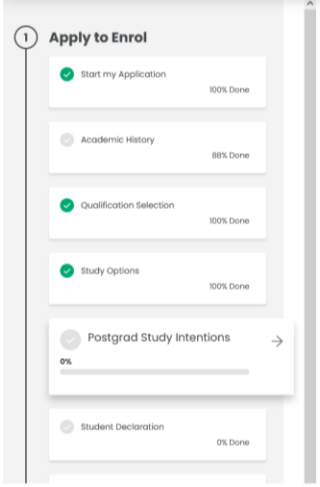


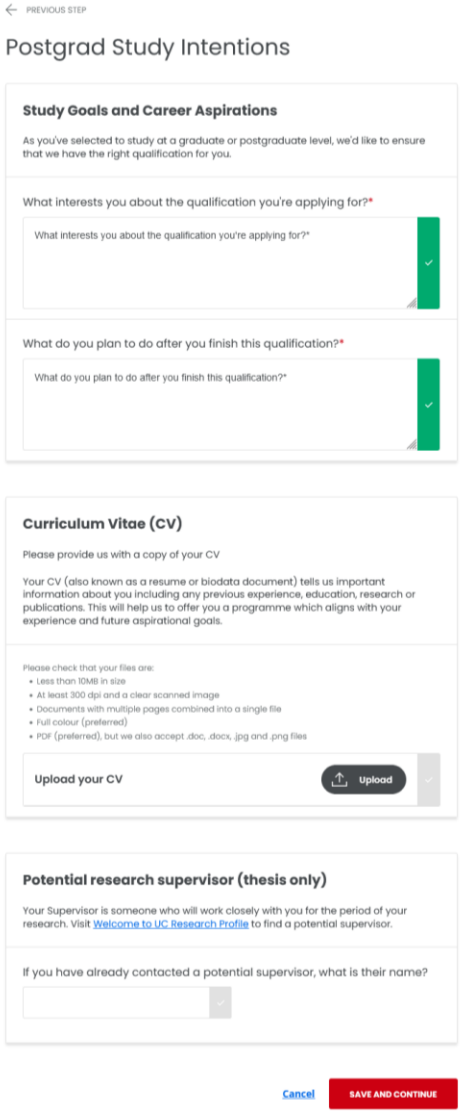


UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online

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.

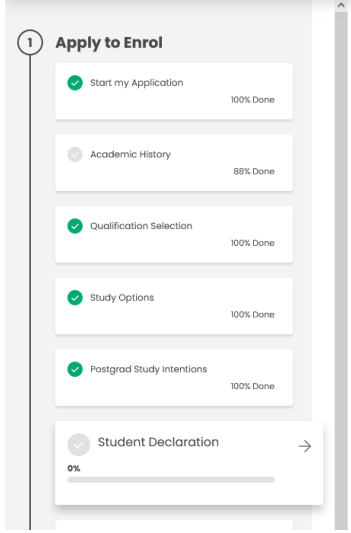
You won't need a research supervisor, so leave this blank.

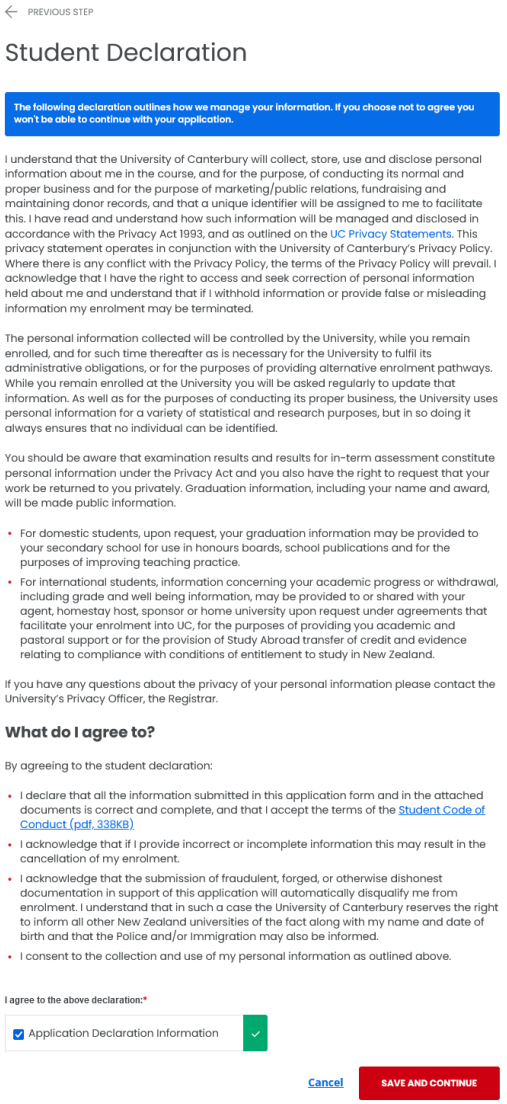
Make sure you click **Save and Continue**.

UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online

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

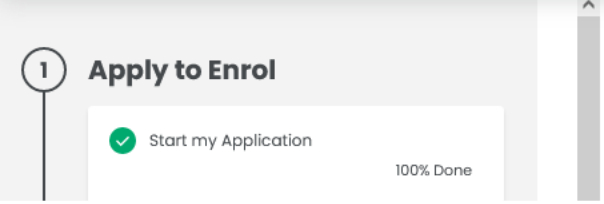




Make sure you click **Save and Continue**.

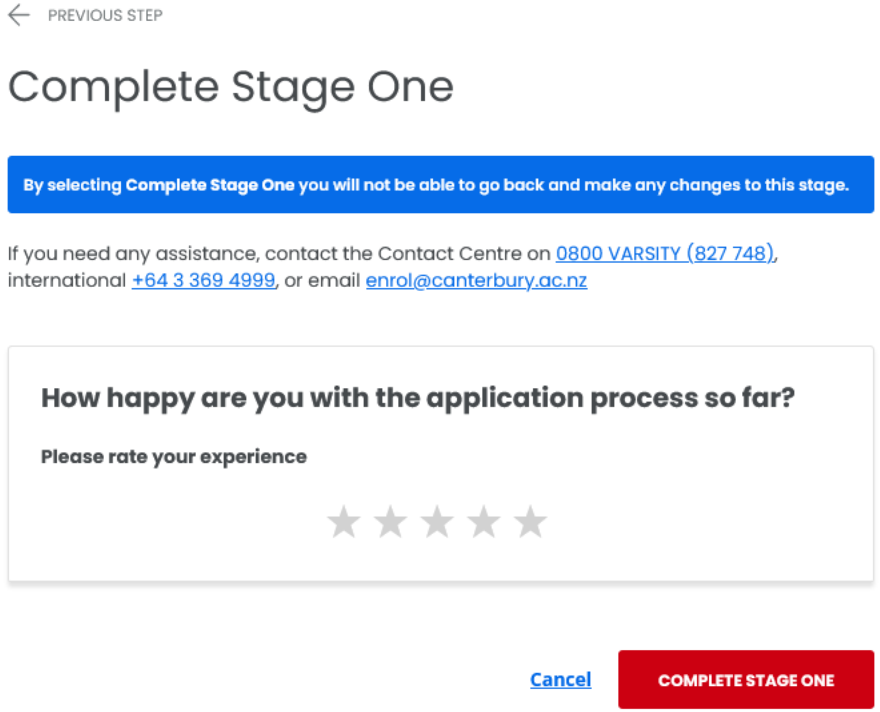
UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online



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

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

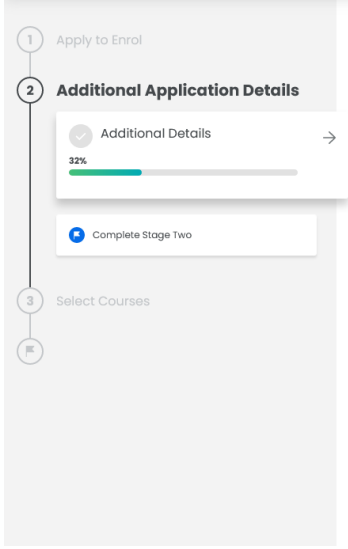


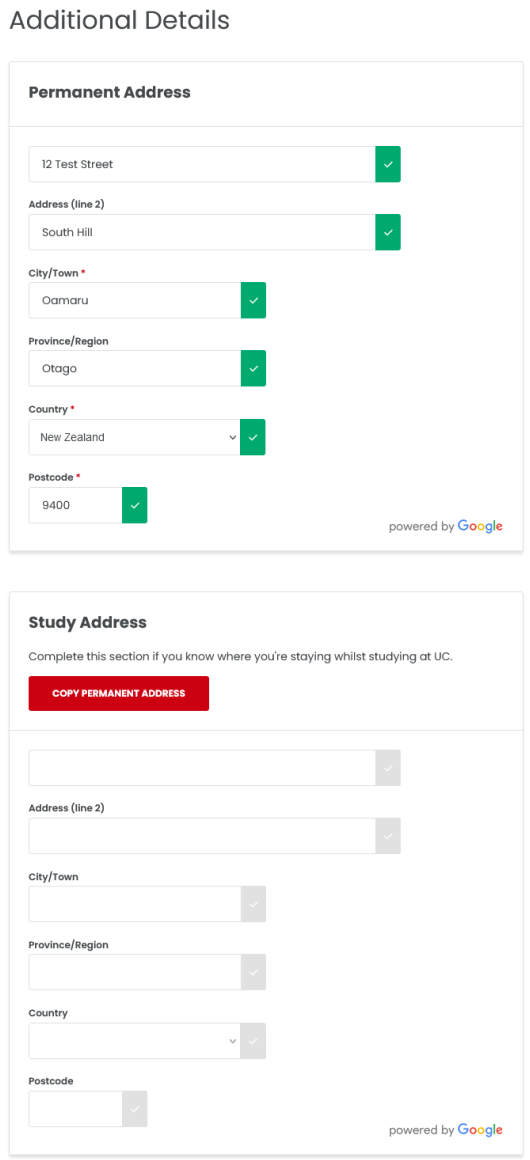
UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online

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

1. Permanent address
2. Study address
3. Emergency contact information e.g., parent, spouse, sibling, flatmate
4. Ethnicity
5. Identity groups (optional)
6. Language
7. Learning needs or conditions
8. Family status
9. First year(s) of university study
10. Earning status
11. Information on UCSA membership

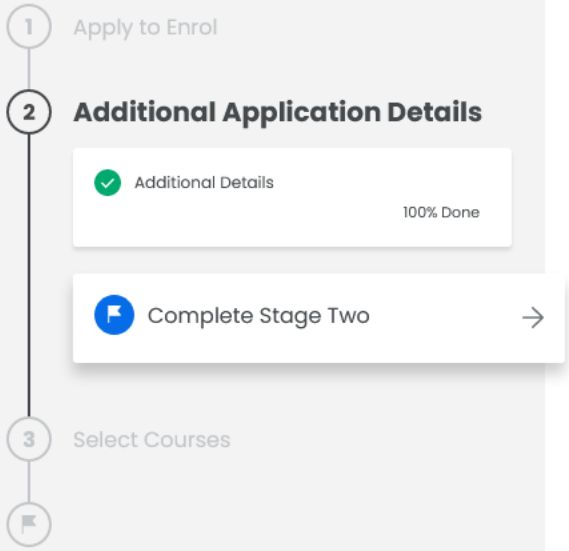


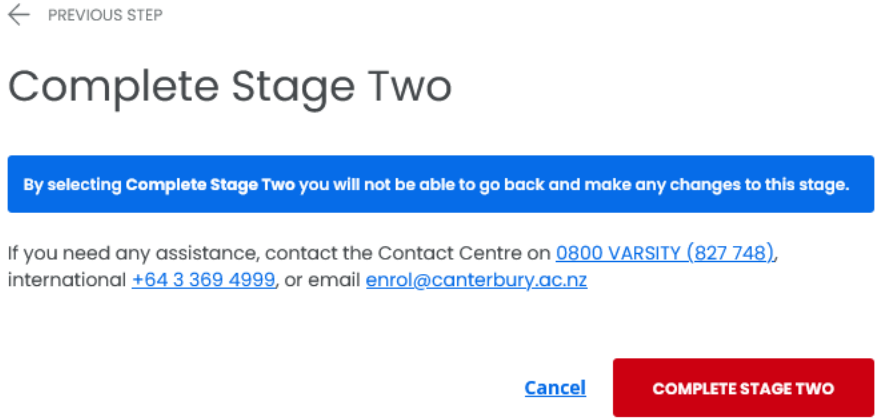


Make sure you click **Save and Continue** at the bottom of the screen

UC UNIVERSITY OF CANTERBURY Te Whare Wānanga o Waitaha CHRISTCHURCH NEW ZEALAND

Tuihono | Online



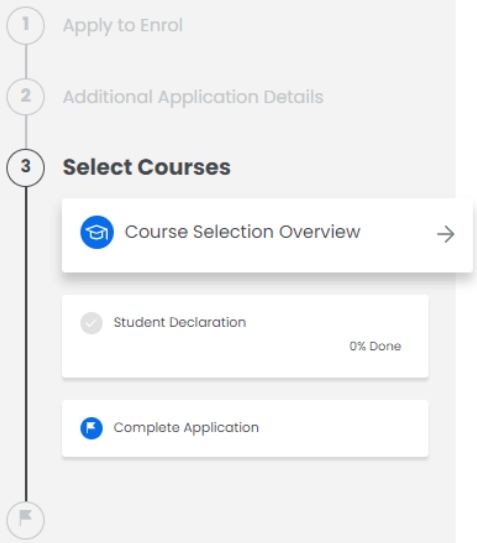


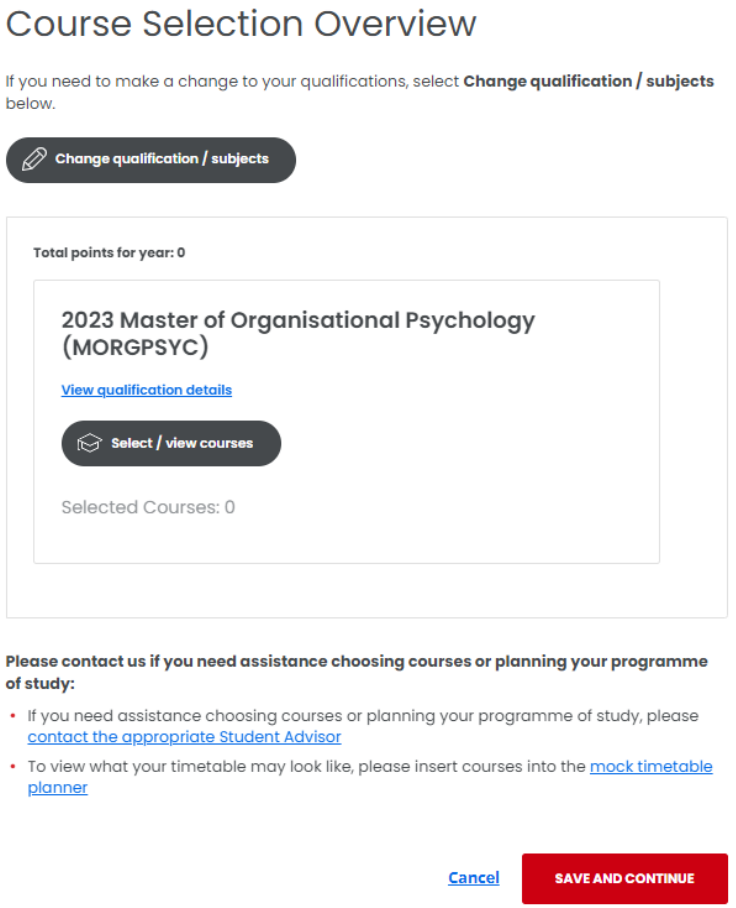
Congratulations! You have completed **Stage Two** of your application to enrol with UC Online.

Make sure you click **Complete Stage Two**

UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online





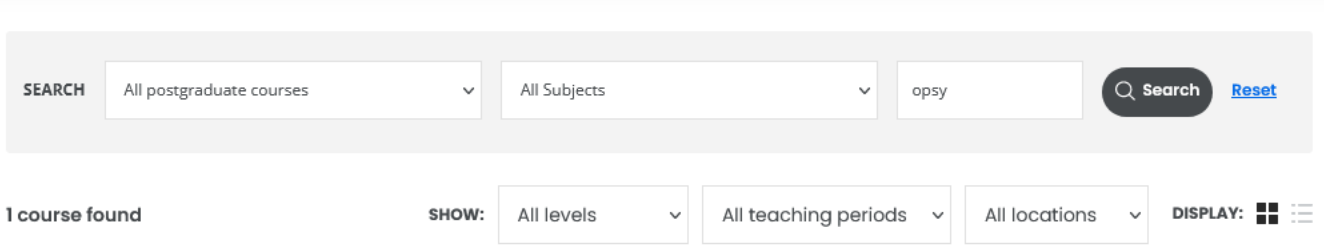
Stage Three is where you select the courses you'll study in 2024.

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

Make sure you click **Save and Continue**

UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online



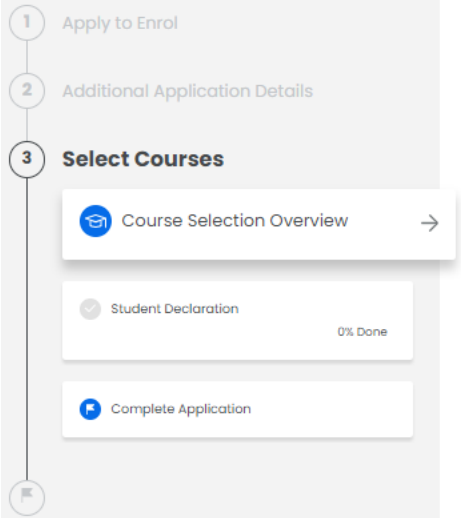
Make sure when selecting courses that you choose the course with (O) in brackets to signify UC Online.

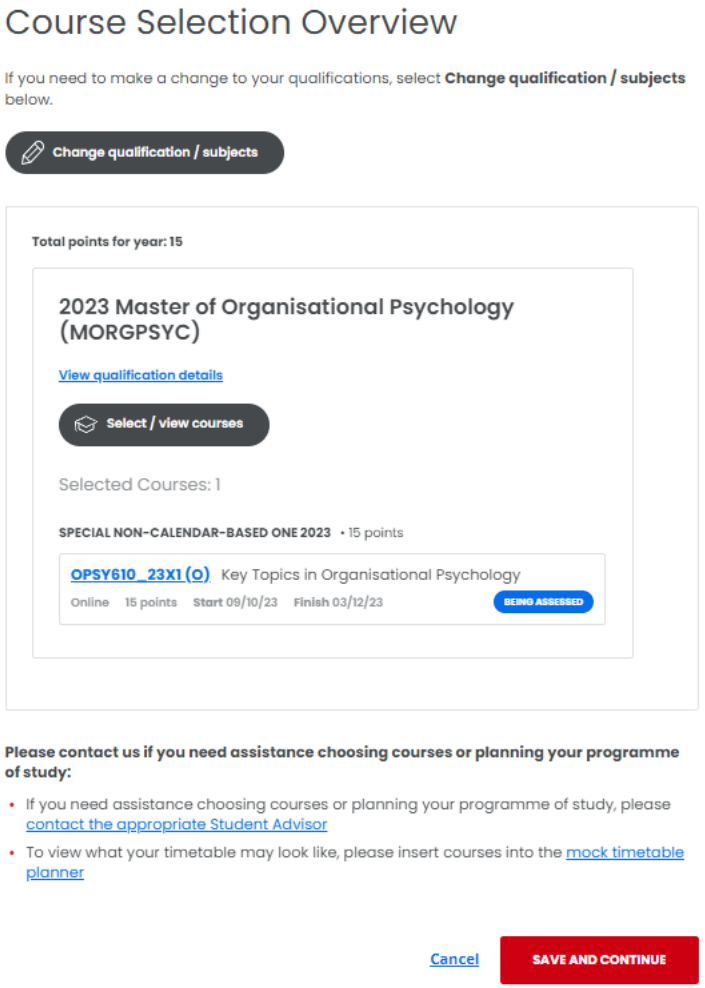
For example:
CRJU101–24X1 (O)
OPSY610-24X1 (O)
HLTH466-24X1 (O)
MBAD615-24X1 (O)

Make sure you click **Save Courses.**

UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online



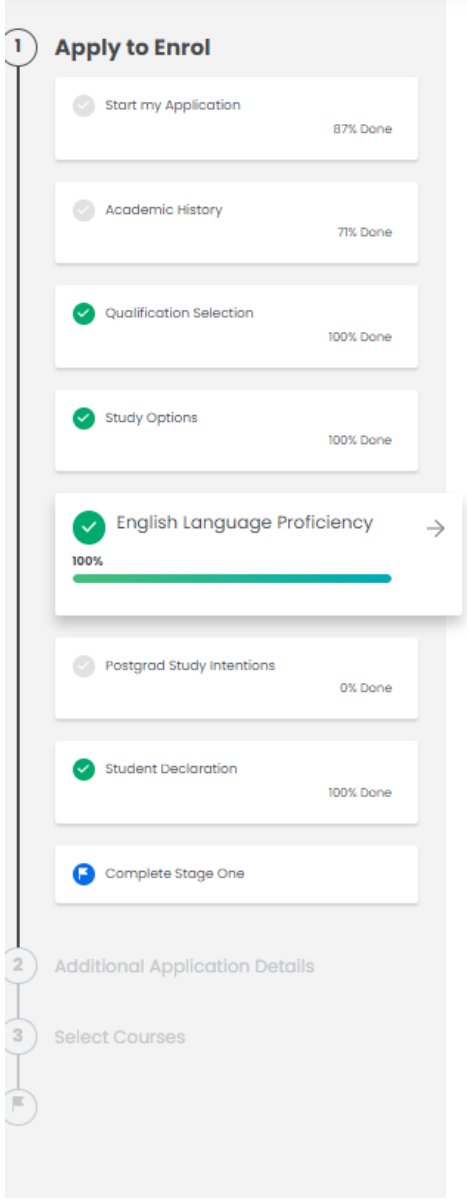


The courses you've selected for your programme will be listed now – so you can check again.

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

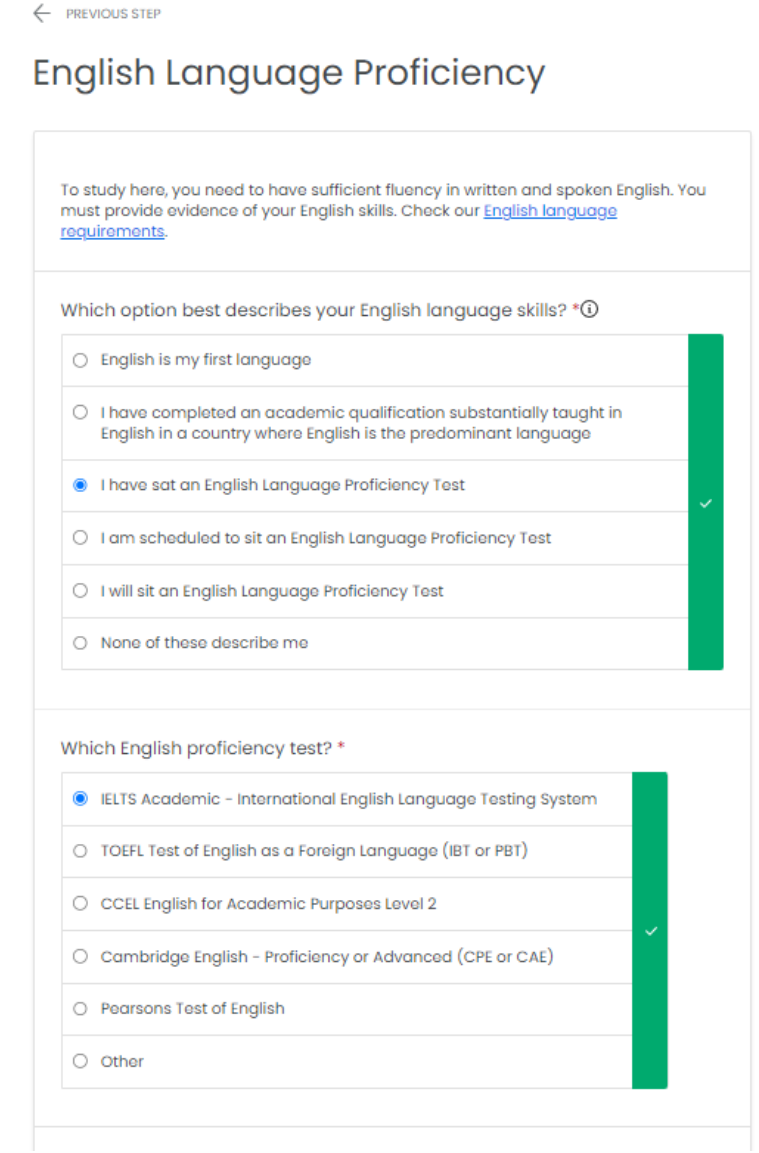
UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online



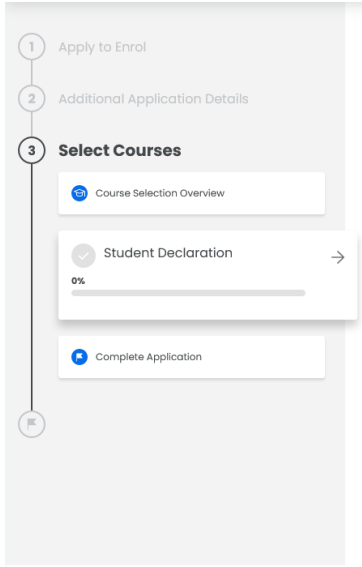
If you're an **international student**, you'll be asked to give proof of **English Language proficiency** – please check requirements and be prepared to upload documents to prove this.

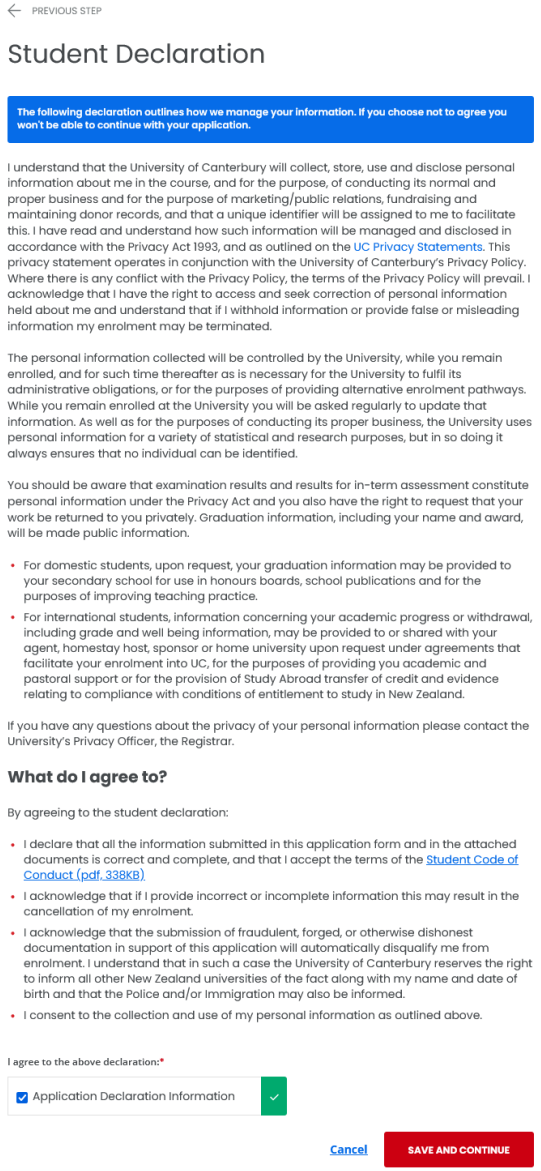
You'll also be asked about insurance – choose **Other** as this relates to students on campus only.



UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online



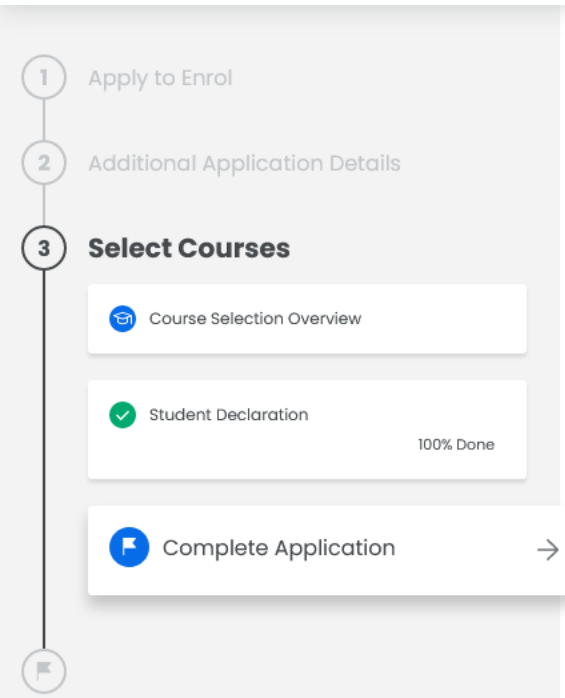


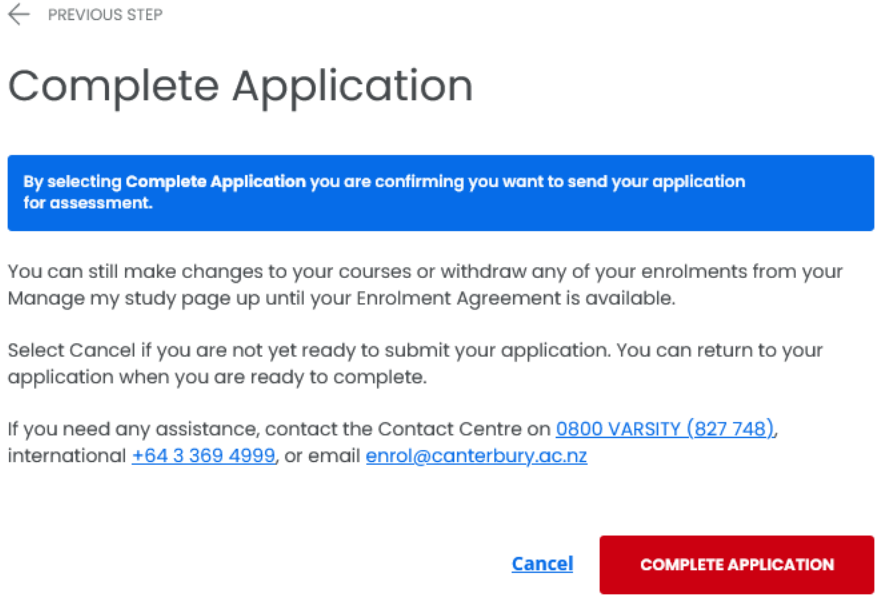
All students must read and agree to the Student Declaration – this covers important information about your study.

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

UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online





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

Make sure you click **Complete Application.**

UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online

We’re looking forward to seeing you online!

What happens next:

1. 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 info@uconline.ac.nz or call (03) 369 0600.

UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online