

## How to apply for Late Paper Addition in eVision

If it is past the formal last day to add papers for a semester you will need to request special permission to enrol in papers. Approval for enrolling in a paper late is at the discretion of the teaching department and may not be permitted. For more information about academic key dates please visit [here](#).

Follow the steps below to request for late paper addition through your eVision student portal:

1. Log into your eVision student portal. Go to “Programmes and Papers.” You will see a screen displaying your current programme.

### Programmes and papers

My programmes and papers

Applications are now being accepted for study commencing in 2026 and course enrolment is now open.

If you are continuing in the same programme, or have received and accepted an offer of study for your programme, you can commence course enrolment by completing the annual details and selecting and submitting your paper selection for approval.

This page shows your programmes and papers for this year and future years. Select the programme to see your papers and to make changes to your enrolment.

Any programmes that you are not currently studying are listed at the bottom of the page under 'Previous years'. To see the papers for these programmes you can [view your academic record](#).

If you require evidence of your current enrolment status or of qualifications you have completed at the University, you can [print a statement here](#).

[Change your course](#)

[Apply for Global Exchange](#)

[Apply for another programme](#)

In progress applications:

[Help](#)

Starting semester Semester 1

Admission summary

Admission tasks outstanding 0

2026

Bachelor of Arts Major(s): Psychology, Minor(s): Sport and Exercise Nutrition

Campus	Enrolment status	Course approval status	Finalist (student indicated)	Finalist (course approver status)	Verified finalist
Dunedin	Course declared	Student declared	No		

Actions

[Change your course](#)

Semester	Paper	Paper Name	Points	EFTS	Campus	Notes
S1	ANTH103	Introduction to Anthropology	18	0.1500	Dunedin	
S1	HUNT141	Understanding Human Nutrition	18	0.1500	Dunedin	
S1	PSYC111	Brain and Behaviour	18	0.1500	Dunedin	
S1	SPEX101	Sport, Science and Society	18	0.1500	Dunedin	
S2	ANTH106	Human Origins and Civilisations	18	0.1500	Dunedin	
S2	PSYC112	Human Thought and Behaviour	18	0.1500	Dunedin	
S2	SPEX102	Principles of Exercise for Health and Performance	18	0.1500	Dunedin	
S2	STAT115	Introduction to Biostatistics	18	0.1500	Dunedin	

- Click on the grey box of the programme you are currently studying. When you do this, blue links will appear. Click on the one that labelled “Course enrolment” or “Change your course”. The link that appears will depend on whether you are course declared or not.

2026

Bachelor of Arts Major(s): Psychology, Minor(s): Sport and Exercise Nutrition

Campus	Enrolment status	Course approval status	Finalist (student indicated)	Finalist (course approver status)	Verified finalist
Dunedin	Course declared	Student declared	No		

Actions:

[Change your course](#)

Semester	Paper	Paper Name	Points	EFTS	Campus	Notes
S1	ANTH103	Introduction to Anthropology	18	0.1500	Dunedin	
S1	HUNT141	Understanding Human Nutrition	18	0.1500	Dunedin	
S1	PSYC111	Brain and Behaviour	18	0.1500	Dunedin	
S1	SPEX101	Sport, Science and Society	18	0.1500	Dunedin	
S2	ANTH106	Human Origins and Civilisations	18	0.1500	Dunedin	
S2	PSYC112	Human Thought and Behaviour	18	0.1500	Dunedin	
S2	SPEX102	Principles of Exercise for Health and Performance	18	0.1500	Dunedin	
S2	STAT115	Introduction to Biostatistics	18	0.1500	Dunedin	

It will take you the page below displaying deadlines for changing papers. Click continue

## Change of Course

Important information

For more information see [Changing your course](#).

Changing your course can impact you:

- fees
- full-time status
- StudyLink entitlements
- timetable
- ability to progress in your programme.

It is strongly recommended that you talk to a student adviser from [Student Development](#) before changing your course. They can help with advice, information and understanding the impact of changes.

Deadlines for changing papers

	Adding a paper	Deleting a paper	Withdrawing from a paper (with no refund)
Summer School	08 Jan 2026	14 Jan 2026	08 Feb 2026
Semester 1	03 Mar 2026	30 Jun 2026	22 Mar 2026
Full Year	01 Mar 2026	22 Mar 2026	20 Sep 2026
Semester 2	19 Jul 2026	02 Aug 2026	20 Sep 2026

Non-standard date papers have different deadlines. For more information see [Enrolment deadlines](#).

[Back](#) [Continue](#)

### 3. Click on the yellow button directly to the right of Add or Delete papers section

#### Change of Course

2026 Change of Course

Please complete your changes, as needed, in the order shown below.  
University staff may contact you by phone or email to discuss your changes.

**Add a programme**  
Return to the [Programmes and papers](#) page and select **Apply for another programme**.

**Change specialisation**  
Change your majors, minors and other specialisations. Change >

**Withdraw from papers (after last day to delete)**  
Withdraw from papers with no refund of fees. Includes an option to apply to withdraw under exceptional circumstances. Change >

**Add or delete papers**  
Add or delete papers by the [deadline](#). Deleted papers are eligible for a refund of tuition fees. It is recommended that this step be completed last.  

- Please complete the process and click **Submit** on the Review and submit page.
- Once you submit your paper changes you will be unable to make other changes until staff have completed a review.

Change >

To exit select **Return to portal**.

Back Return to portal >

It will take you the screen below - click continue.

#### Change of Course – add/delete papers

Student ID Name

Introduction

Information for you

Changing your course can impact your:

- fees
- full-time status
- StudyLink entitlements
- timetable
- ability to progress in your programme.

Please be aware that:

- making changes can impact your timetable for your existing papers as well as the ones you are changing
- you should make all changes to your papers and submit for approval in a single session and not stop this process partway through
- all changes are subject to review and approval
- University staff may contact you to discuss your requested changes
- you will be advised once your changes have been approved.

**Need advice?**  
For any queries or advice about your planned changes, book an appointment with a [student adviser](#).

**Want more information about papers?**  
Search in [Subjects and papers](#).

**Know what changes you want to make but having trouble with the process?**  
Contact [AskOtago](#).

Back Continue >

4. Click the yellow button that says, “Add/delete papers.”

### Change of Course – add/delete papers

Student ID [REDACTED] Name [REDACTED]

Add/delete papers

My programmes

If a programme you expect to see is not displayed, check the [Programmes and papers](#) page.

Bachelor of Arts (Dunedin) Major(s): Psychology, Minor(s): Sport and Exercise Nutrition Add/delete papers

Period	Paper	Paper name	Points	EFTS	Campus	Notes
S1	ANTH103	Introduction to Anthropology	18	0.1500	Dunedin	
S1	HUNT141	Understanding Human Nutrition	18	0.1500	Dunedin	
S1	PSYC111	Brain and Behaviour	18	0.1500	Dunedin	
S1	SPEX101	Sport, Science and Society	18	0.1500	Dunedin	
S2	ANTH106	Human Origins and Civilisations	18	0.1500	Dunedin	
S2	PSYC112	Human Thought and Behaviour	18	0.1500	Dunedin	
S2	SPEX102	Principles of Exercise for Health and Performance	18	0.1500	Dunedin	
S2	STAT115	Introduction to Biostatistics	18	0.1500	Dunedin	

[Back](#) [Exit \(no changes\)](#)

5. Even if no papers are listed, click on the yellow button that says, “Confirm Papers.”

[REDACTED] [REDACTED]

Your papers

These are the papers you have selected for the programme listed below.

To make changes use the [Change papers](#) button. (Note courses like HSFY and Health Science professional programmes have prescribed papers that cannot be changed.)

When you are happy with your selection select [Confirm papers](#).

Programme detail

Programme Bachelor of Arts

Selected paper(s)

Selected a total of 8 papers which equals 144 points

Year	Period	Paper	Occurrence	Level	Points	Name
2026	S1	ANTH103	On Campus in Dunedin	U100	18.00	<a href="#">Introduction to Anthropology</a>
2026	S1	HUNT141	On Campus in Dunedin	U100	18.00	<a href="#">Understanding Human Nutrition</a>
2026	S1	PSYC111	On Campus in Dunedin	U100	18.00	<a href="#">Brain and Behaviour</a>
2026	S1	SPEX101	On Campus in Dunedin	U100	18.00	<a href="#">Sport, Science and Society</a>
2026	S2	ANTH106	On Campus in Dunedin	U100	18.00	<a href="#">Human Origins and Civilisations</a>
2026	S2	PSYC112	On Campus in Dunedin	U100	18.00	<a href="#">Human Thought and Behaviour</a>
2026	S2	SPEX102	On Campus in Dunedin	U100	18.00	<a href="#">Principles of Exercise for Health and Performance</a>
2026	S2	STAT115	On Campus in Dunedin	U100	18.00	<a href="#">Introduction to Biostatistics</a>

[Change papers](#) Confirm papers

- This will bring up the scheduler. The scheduler will load (this may take up to a minute). Do not close your browser while it loads. Click continue when loading is complete.

**Scheduling...**


Warning: do not close or navigate away from this screen.

Updates in progress

Critical enrolment updates are now processing and may take several minutes.

- Timetable - scheduling (this may take up to a minute)
- Timetable - clash checking (this may take up to a minute)
- Timetable - rule checking
- Fees
- Full-time / part-time status
- Workload

You will be directed to the next page when the updates are complete.



You selected these papers

**Bachelor of Arts**  
Major(s): Psychology, Minor(s): Sport and Exercise Nutrition

Period	Paper	Paper name	Points	EFTS	Campus	Notes
S1	ANTH103	Introduction to Anthropology	18	0.1500	Dunedin	
S1	HUNT141	Understanding Human Nutrition	18	0.1500	Dunedin	
S1	PSYC111	Brain and Behaviour	18	0.1500	Dunedin	
S1	SPEX101	Sport, Science and Society	18	0.1500	Dunedin	
S2	ANTH106	Human Origins and Civilisations	18	0.1500	Dunedin	
S2	PSYC112	Human Thought and Behaviour	18	0.1500	Dunedin	
S2	SPEX102	Principles of Exercise for Health and Performance	18	0.1500	Dunedin	
S2	STAT115	Introduction to Biostatistics	18	0.1500	Dunedin	

- Click on the yellow button labelled “Request Special Permission.”

### Change of Course – add/delete papers

Student ID: [REDACTED] Name: [REDACTED]

**Special Permission**

Do you need to request Special Permission to add a paper?

Apply for Special Permission when you can't pick a paper in paper selection for some reason, such as:

- you don't have a prerequisite or another rule blocks your selection;
- you want to repeat a paper to get a better grade (e.g. LAWS101 or ACCT102);
- you want to repeat a Special Topic paper; or
- you want to add a paper after the last day to add has passed.

Apply separately for each paper you seek special permission for.

If you wish to repeat a paper that you have previously passed you must be enrolled in a Certificate of Proficiency (COP).

If you are not enrolled in a COP, select **Programmes and papers** to apply for this programme.

8. Click the yellow “Continue” button.

**Paper selection**

Reason     Select paper     Delete paper     Complete

Applying for special permission? Please read this first.

When to request special permission

Special permission is for extraordinary circumstances when you are unable to select a paper via the normal means due to reasons such as:

- you do not meet a paper rule (e.g. prerequisite or corequisite); or
- you wish to repeat a paper that you have previously passed (to try and get a better grade)

If you have made an application for credit, please wait for it to be processed and then review whether you need to request special permission.

Before you start

- Make sure you have electronic copies of any supporting documentation relating to your request. (If additional information is needed, our staff will contact you.)
- If you wish to repeat a paper that you have previously passed (to try and get a better grade), you must apply for a **Certificate of Proficiency (COP)** programme first. Go to your [Programmes and papers](#) page to select the yellow **Apply for another programme** button.

9. As it is past the deadline to add papers, the paper will not appear in any search boxes unless you select the yellow button that says “Request late paper addition”.

**Reason**

Application type

Please indicate the reason for your application\*

- I do not meet pre or corequisites for the paper
- I completed relevant study elsewhere
- The paper is not available within my programme
- I wish to repeat a paper to get a better grade
- I wish to repeat a special topic
- Other

Not sure which reason applies? [See explanations of these reasons.](#)

Late Paper Addition

Do you want to add a paper after the last day to add?

10. If you selected Request late paper addition, click the yellow continue button. Please note, if you had selected “Request special permission,” you will not see this screen.

### Special Permission - student application

Student ID  Name

Reason  Select paper  Delete paper  Complete

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#### Late Paper Addition Information

Late paper additions will be **approved only in exceptional circumstances**.  
You may wish to discuss your request with the department responsible for the paper as approval is at their discretion.  
Check your timetable carefully because if this request creates any timetable clashes it will be subject to further approval.  
Deadlines for late paper addition requests are:

Summer School	14 Jan 2026
Semester 1	30 Jun 2026
Full Year	22 Mar 2026
Semester 2	02 Aug 2026

[Back](#) [Continue](#)

11. Search for the paper in the top search box. You will need to provide information to support your request, including providing documents like transcripts if needed. You'll be asked for more information on the next page.

Search for paper

Search by entering the paper code or name of the paper in the box below, then select the paper from the list that appears.

Search for a paper\*

[Help](#)

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#### Provide supporting information

Reason for Special Permission: The paper is not available within my programme  
Provide any additional information to support your request.

Supporting information

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#### Supporting documentation for special permission

Upload any documents to support your request. This could include documentation you have from discussions with the department in relation to your request. e.g. emails.

Document name	Action
No file has been uploaded	

Supporting documentation  [Choose File](#) No file chosen  
( pdf, jpeg, png, docx - 5MB max )

[Help](#)

[Upload](#)

[Back](#) [Cancel](#) [Continue](#)

12. Next you'll need to let us know:

- Why you could not add the paper by the deadline
- Why you need to enrol in the paper
- How you plan to catch-up on missed content.

If you have spoken to teaching staff about joining late and/or have been attending lectures, please add this detail including the name of the staff member you spoke with.

The screenshot shows a web form with the following sections:

- Search for paper:** A text input field labeled "Search for a paper\*" with a "help" link below it.
- Provide supporting information:** Three text input fields with labels: "Explain why you were not able to add this paper by the deadline:\*", "Explain why this paper is critical to your programme of study:\*", and "Describe how you will catch up on the information and material that you have missed so far:\*".
- Supporting documentation for special permission:** A section with the instruction "Upload any documents to support your request. This could include documentation you have from discussions with the department in relation to your request, e.g. emails." Below this is a table with columns "Document name" and "Action". The table is currently empty, showing "No file has been uploaded". Below the table is a "Supporting documentation" section with a "Choose File" button, the text "No file chosen", and a note "(pdf, jpg, jpeg, png, docx - 5 MB max)". There is also a "help" link and an "Upload" button.

At the bottom of the form are three buttons: "Back", "Cancel", and "Continue".

13. Select which degree you want to add this paper to.

### Special Permission - student application

The screenshot shows a web form with the following sections:

- Student ID:** A text input field with a dark blue background.
- Name:** A text input field with a dark blue background.
- Progress Indicators:** Four radio buttons: "Reason" (checked), "Select paper" (checked), "Delete paper" (unchecked), and "Complete" (unchecked).
- Your application for special permission:** A section with the instruction "\* Indicates mandatory fields." and the label "Your paper". Below this is a table with columns: "Period", "Paper", "Paper name", "Points", "EFTS", "Campus", and "Notes".

Period	Paper	Paper name	Points	EFTS	Campus	Notes
S1	LAWS448	Law and Psychiatry	15	0.10	Dunedin	
- Pick programme:** A section with the instruction "Please select the programme that you would like this paper to be added to." Below this is a "Select programme\*" label and a radio button selected for "Bachelor of Arts".

At the bottom of the form are three buttons: "Back", "Cancel", and "Continue". The "Continue" button is circled in red.

14. After this you can review your request and submit by pressing the green “Complete request” button. This is not the final step though, you need to keep going.

The screenshot shows a web form with two main sections. The first section, titled "Supporting information", contains three text input fields. The first field is labeled "Explain why you were not able to add this paper by the deadline:" and contains the text "Have only just got application accepted.". The second field is labeled "Explain why this paper is critical to your programme of study:" and contains "It is required for my programme.". The third field is labeled "Describe how you will catch up on the information and material that you have missed so far:" and contains "Will watch recorded lectures and catch up on missed readings.". The second section, titled "Complete request", contains a list of four statements for the user to read carefully. Below the list is a checkbox labeled "I agree to the above statements\*" which is checked. At the bottom of the form, there are three buttons: "Back" (blue), "Cancel" (red), and "Complete request" (green), with the "Complete request" button circled in black.

Supporting information

Explain why you were not able to add this paper by the deadline: Have only just got application accepted.

Explain why this paper is critical to your programme of study: It is required for my programme.

Describe how you will catch up on the information and material that you have missed so far: Will watch recorded lectures and catch up on missed readings.

Complete request

Please read the following statements carefully:

1. I am aware that I am requesting to enrol in the paper listed above after the normal enrolment deadlines and that approval will be granted only in exceptional circumstances.
2. I understand that if my request to enrol in this paper is approved it is my responsibility to catch up on any course information and material that I may have missed.
3. I understand that if my request to enrol in this paper is approved and it creates any timetable clashes the request may be subject to further approval.
4. I understand that late enrolment in a paper does not constitute grounds for withdrawal after the normal deletion/withdrawal deadlines.

I agree to the above statements\*

If you want to make changes to your request, select **Back**.  
If you have changed your mind and no longer wish to request special permission, select **Cancel**.  
Once you are happy with the details of your request, select **Complete request**.

[Back](#) [Cancel](#) [Complete request](#)

15. Once you've submitted your late paper addition request, you'll need to also submit your overall course for approval. Click continue.

The screenshot shows a confirmation page titled "Paper selection". At the top, there is a progress bar with four steps: "Reason" (checked), "Select paper" (checked), "Delete paper" (checked), and "Complete" (checked). Below the progress bar, the text reads "Thank you" and "You have completed your special permission request". It then states: "You will shortly receive a message in your eVision portal confirming your application has been submitted. Your request will now be reviewed by staff. You will be advised of the outcome via your eVision portal." At the bottom left, there is a yellow "Continue" button with a right-pointing arrow, which is circled in black.

Paper selection

Reason Select paper Delete paper Complete

Thank you

You have completed your special permission request

You will shortly receive a message in your eVision portal confirming your application has been submitted.  
Your request will now be reviewed by staff. You will be advised of the outcome via your eVision portal.

Continue

16. If you need to request late paper addition for more than one paper, repeat the process above. Make sure to click the final green 'Submit button' to submit your request to us.

### Paper selection

Review and submit your papers

\* Indicates mandatory fields.

Programme-specific questions\*

Programme

Postgraduate Diploma in Sport and Exercise Medicine [Review this step](#)

Special permission

Do you need to request Special Permission to add a paper?

If you wish to repeat a paper that you have previously passed you must be enrolled in a Certificate of Proficiency (COP).  
If you are not enrolled in a COP, select **Programmes and papers** to apply for this programme.  
If your request for Special Permission is for another reason, select **Request Special Permission**.

[Programmes and papers](#) [Request Special Permission](#)

Programme	Type	Paper	Year	Occ	Period	Notes
No changes						

Pending Special Permission requests

You will receive an eVision alert when a decision has been made.  
You requested Special Permission for these papers:

Reference	Type	Programme	Period	Paper	Paper name	Points	EFTS	Campus	Notes
SP2026-1001450-0001	Add	Bachelor of Arts	S1	LAWS448	Law and Psychiatry	15	0.1	Dunedin	Late paper addition <a href="#">Cancel request</a>

Submit for approval

Please read the following statements carefully:

- I understand that my changes, including any timetable clashes, are subject to approval by staff and are not confirmed until they have been approved.
- I have checked that my course complies with programme regulations.

Note: You are still bound by the declaration made as part of course enrolment, including agreement to obey the University's regulations and to accept responsibility for the payment of fees. Copy available on request.

I agree to the above statements\*

To amend your papers, select **Change papers**  
To submit your changes for staff approval, select **Submit**  
If you no longer wish to make these changes, select **Cancel changes**.

[Back](#) [Change papers](#) [Cancel changes](#) [Submit](#)

Do not close your browser until you see a screen saying your course has been submitted for course approval or that your change of course is being reviewed by staff.

17. When the course approval request for Late Paper Addition has not been submitted, it will appear as shown below. The course approval status will indicate student started paper selection. Note that the paper selection button will be unticked.

2026

Bachelor of Arts Major(s): Communication Studies, Minor(s): Tourism

Campus	Enrolment status	Course approval status	Finalist (student indicated)	Finalist (course approver status)	Verified finalist
Dunedin	Ready for Paper Selection	Student started Paper Selection	No		

Actions

[Update specialisation](#) [Change papers](#) [Course enrolment](#) [Cancel enrolment](#)

Semester	Paper	Paper Name	Points	EFTS	Campus	Notes
S1	ENGL242	New Zealand Literature: Connecting Worlds	18	0.1500	Dunedin	
S1	MFCO202	Theory of Communication Studies	18	0.1500	Dunedin	
S1	TOUR216	Sport Tourism	18	0.1500	Dunedin	
S1	TOUR219	Destination Management	18	0.1500	Dunedin	
S2	MFCO205	Communication Research Methods	18	0.1500	Dunedin	
S2	MFCO225	Crime and the Media	18	0.1500	Dunedin	
S2	TOUR217	Tourist Behaviour	18	0.1500	Dunedin	

If you have no intention to continue with one of your programmes, and wish to transfer papers to another programme, you can [request to transfer your papers](#).

Welcome to your 2026 Course Enrolment

Follow the instructions on the yellow buttons below.

- Review current information**  
Update your personal and contact details. [Review this step](#)
- Information required for 2026 study**  
Mandatory information the University is legally required to gather each year. [Review this step](#)
- Paper selection**  
Select or change the papers you want to study in 2026.  
If you want to view the papers you have already submitted for course approval, please go to [Programmes and Papers](#). [Complete this step](#)
- Course Approval (to be completed by the University)**  
After you select your papers your course needs to be approved by the University.

The screen will look like this when you have successfully submitted a request for late paper addition for course approval

### Paper selection

Thank you

Your course has been submitted for course approval and will be reviewed by the University.

You can check your course approval progress on the Course Enrolment page.

Use the **Continue** button to return to the Course Enrolment page.

[Continue](#)

18. If your Change of Course request for late paper addition has not been submitted, it will look like this.

## Programmes and papers

My programmes and papers

Applications are now being accepted for study commencing in 2026 and course enrolment is now open.

If you are continuing in the same programme, or have received and accepted an offer of study for your programme, you can commence course enrolment by completing the annual details and selecting and submitting your papers for this year and future years. Select the programme to see your papers and to make changes to your enrolment.

Any programmes that you are not currently studying are listed at the bottom of the page under 'Previous years'. To see the papers for these programmes you can [view your academic record](#).

If you require evidence of your current enrolment status or of qualifications you have completed at the University, you can [print a statement here](#).

If you need an updated copy of your Transcript you can [publish your Transcript to My eQuals](#).

[Complete change of course](#)
[Apply for Global Exchange](#)
[Apply for another programme](#)

Programmes

2026 Change of Course

Status: Unsubmitted paper changes. Complete your change of course by submitting changes for approval.

Actions

[Complete change of course](#)

Changes

2026

\* Bachelor of Science Major(s): Psychology, Minor(s): Neuroscience

Campus	Enrolment status	Course approval status	Finalist (student indicated)	Finalist (staff indicated)
Dunedin	Course declared	Student declared	Yes	Yes

This is what the screen will look like when you have successfully submitted a request for late paper addition through change of course.

## Change of Course status

Status of change of course request: **submitted and waiting for staff approval.**

Your change of course request is awaiting staff review. You are able to cancel your changes if you wish to return to your previous paper selection. You will be able to access change of course again once a decision has been made, or if you cancel your changes.

[Previous paper selection](#)
[Current paper selection](#)

Changes

Programme	Type	Paper	Year	Occ	Period	Notes
No changes						

Pending Special Permission requests

You will receive an eVision alert when a decision has been made.

You requested Special Permission for these papers:

Reference	Type	Programme	Period	Paper	Paper name	Points	EFTS	Campus	Notes
SP2026-1001450-0001	Add	Bachelor of Arts	S1	LAWS448	Law and Psychiatry	15	0.1	Dunedin	Late paper addition

Go to [Enrolment deadlines](#) to view the dates for submitting changes to your papers.

To cancel your paper changes (including any special permission requests) and reinstate your previous selection select **Cancel existing request**.

To return to Programmes and papers select **Return to portal**.

[Cancel existing request](#)
[Return to portal](#)