



# Enrolling at the University of Otago

## Introduction

In April 2014, the University of Otago fully implemented its new online student portal called eVision. The eVision portal is your one-stop shop for study-related information. Using eVision you can apply to study, access all important study-related information including lecture times and examination results, and maintain your personal information.

eVision is the key system you'll use to complete the enrolment process at Otago. You'll be sent updates on how your application is progressing and/or requests if you must supply further information. Check eVision regularly for updates and messages.

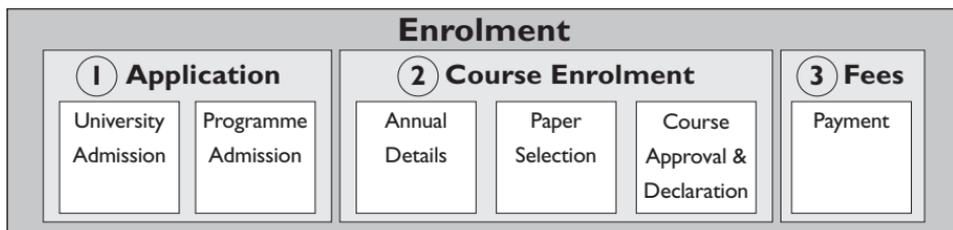
**You can access eVision ([evision.otago.ac.nz](http://evision.otago.ac.nz)) anytime, anywhere using the internet and mobile devices.**

This booklet contains important information about the enrolment process at Otago for second semester 2014. You should read it in conjunction with the information about admission, programmes, and papers available through the University website ([www.otago.ac.nz](http://www.otago.ac.nz)) and provided in the Guide to Enrolment ([www.otago.ac.nz/study/guidetoenrolment.html](http://www.otago.ac.nz/study/guidetoenrolment.html)).

# Enrolment at Otago

To enrol at Otago you must complete a three-phase process:

- 1 Apply to the University
- 2 Complete Course Enrolment
- 3 Pay your fees



Before you start, you should decide:

- **what** you intend to study (including programme, major subject or endorsement (if applicable), and paper choices)
- **where** you intend to study (in Dunedin, at another campus, or by Distance Learning)
- **when** you intend to start (Summer School, first semester or second semester)

These choices affect each other. For example, some papers are offered only at a specific campus and some are only offered in a specific semester and are requirements for other papers.

You also need to think about the entry requirements for the programme you intend to study and make sure you apply by the due date.

Before applying:

- consider and research the programme and papers you intend to study
- check that you meet the entry requirements
- check the due date for applications

If you're an international student, contact the International Office for advice on applying (see [www.otago.ac.nz/international](http://www.otago.ac.nz/international) for contact details).

# 1 Apply to the University

When you first apply to Otago, you need to create your eVision portal through which you'll complete and submit your application. The University will process your University Admission (if you're a new student) and your Programme Admission.

## Create your eVision portal

If you're a **new student**, start at the Qualifications page of the University website ([www.otago.ac.nz/courses/qualifications](http://www.otago.ac.nz/courses/qualifications)). Choose the programme you intend to study and check the information for the programme. For example, you may need to collect specific information before applying, or get advice about the course or your long-term goals. Click the 'Apply Now' button, which is only displayed while a programme is open for applications.

The screenshot shows the University of Otago website interface. At the top, there is a navigation bar with 'Home > Courses & Subjects > Qualifications' and a search bar. The main heading is 'Bachelor of Arts (BA)'. Below this is a large image of a clock tower. A sidebar on the left contains a list of links: Overview, Major Subject Areas, Minor Subject Areas, Programme Requirements, and Regulations for the Degree of Bachelor of Arts (BA), with sub-links for Structure of the Programme, Prerequisites, Corequisites and Restrictions, Cross Credits, and Variations. On the right, there is a call to action: 'APPLY FOR THE BACHELOR OF ARTS (BA) THROUGH THE DUNEDIN CAMPUS IN 2014' with an 'Apply Now' button. Below this, there is a disclaimer: 'This information must be read subject to the statement on our Copyright & Disclaimer page.' and a note: 'Regulations on this page are taken from the 2014 Calendar and supplementary material.'

This takes you to eVision where you can 'Create new account'.

The screenshot shows the eVision portal login page. On the left is the University of Otago logo and the text 'e:Vision'. The main content area has a header 'Haere mai, welcome to e:Vision'. Below this is a table with two columns: 'Selected Programme' and 'Academic Year'. The first row shows 'Bachelor of Arts (BA)' and '2014'. Below the table is the section 'Login / create account:' with the instruction 'Login using your temporary login (email address) or University of Otago username.' There is a 'Login' button and a 'Help' link. At the bottom, there is a link to 'Create new account'.

After you confirm you are a 'New User', you will be asked to provide details about yourself (see below). eVision then allocates you a student ID number and sends you an email confirming your login has been created.

*Haere mai, welcome to eVision*

Selected Programme	Academic Year
Bachelor of Arts (BA)	2014

## Create portal login (step 1 of 3)

\* Indicates mandatory fields.

### New user details

Answer the following questions to create your University of Otago portal login. You will use the portal to complete your application.

Enter your full legal name as it appears on your passport or birth certificate.

*It is important that your details are entered correctly, as the University will attempt to match these against the National Student Index.*

Legal family name (surname) *	<input type="text"/>	Help
Legal given name 1 (first name)	<input type="text"/>	Help
Legal given name 2 (middle name)	<input type="text"/>	Help
Legal given name 3 (other middle name)	<input type="text"/>	Help
Preferred given name *	<input type="text"/>	Help
Date of birth *	Day <input type="text"/> <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/>	Help

### Account details

Email (username) *	<input type="text"/>	Help
Confirm email *	<input type="text"/>	
Password *	<input type="text"/>	Help
Confirm password *	<input type="text"/>	

 Cancel

 Proceed

If you **have previously studied or applied to study** at Otago you already have a login. If you're not sure, follow the steps to create a new account and eVision will check. If you already have a login, you'll be contacted by University staff to either review your application or help you use the existing account or create a new one.

Once you receive an email confirming your login has been created, you can log into eVision. If you're a new student, you initially use your personal email address to log in. Once you login, you should see your portal Home page (which may vary depending on the information you entered).

The screenshot shows the eVision Home page for a user. On the left is a dark navigation menu with the University of Otago logo and the text 'e:Vision'. The main content area has a header 'Home' and a 'Logout' button. Below the header are several sections: 'All alerts' with a message 'You do not have any current alerts'; 'My programmes and papers' with a 'Complete application' button and a 'See more' link; 'My details' showing 'Name: Student name', 'Student ID: 0000000', and 'Debtor: No', with a 'Change my details' link; 'My timetable'; and 'My University admission' with a 'University admission (In progress)' section containing radio buttons for 'Name', 'Date of birth', 'Citizenship or Residency', 'University Entrance', and 'English language proficiency', and a 'show details' link.

## Submit application

The Application phase of your Enrolment at Otago is made up of two steps: University Admission and Programme Admission.

To be able to process your application, the University first collects information about you. To begin log into eVision and click on 'Complete application'. You'll be presented (see next page) with a number of steps and instructions on the right-hand side. Complete each step until a check mark appears in the circle on the left-hand side. You may need to upload additional information such as evidence of previous study.

When the instruction changes from 'Complete this step' to 'Review this step' it means you have completed the step but are still able to edit the information. Once you submit the application, you won't be able to edit the information until your application has been processed.

# Applications

## Welcome to your application

Complete all of the steps below using the yellow buttons.

### When you're done

You will receive a confirmation email from the University acknowledging that your application has been submitted.

<input checked="" type="checkbox"/> <b>Personal details</b> Your personal, ethnicity and disability details.	<a href="#">Review this step</a>
<input checked="" type="checkbox"/> <b>Contact details</b> Your address and contact details.	<a href="#">Review this step</a>
<input checked="" type="checkbox"/> <b>Educational background</b> Details of high school and tertiary study.	<a href="#">Review this step</a>
You are applying for admission to the following:	
<input checked="" type="checkbox"/> <b>Bachelor of Arts (BA) (2014, Dunedin)</b> Subject specialisation required for the Bachelor of Arts (BA)	<a href="#">Review this step</a>
Additional questions related to the Bachelor of Arts (BA)	<a href="#">Review this step</a>
<input type="checkbox"/> <b>Add another qualification (optional)</b> You may apply for up to three qualifications.	<a href="#">Add Qualification</a>
<input type="checkbox"/> <b>Remove qualification(s) (optional)</b> <a href="#">Click here to remove qualification(s).</a>	
<input type="checkbox"/> <b>Starting semester, declarations and submit application</b> Please specify intended starting semester and accept the declarations and authorisations. You must complete this step to submit your application.	<a href="#">Complete this step</a>

The last page in this application phase asks you to agree to a formal declaration. The declaration is a legal statement that you will abide by the University's rules. Once you have read and agreed, you can submit your application, which is ready for processing by the University.

## Thanks! Your application has been submitted

### Application submitted

Our staff will begin processing your application.

If there is any additional information required, you will be contacted using your email address:  
**aaa.bbbbbb@gmail.com**

You can check on the progress of your application at any time by logging in to your student portal.

Click **Continue** to proceed to your student portal.

If **you're an existing student**, you can also add a programme. Log into eVision, go to the 'Programmes and papers' section and click 'Apply for another programme' to provide the information for your application.

Haere mai, welcome

Logout

## Programmes and papers

### My programmes and papers

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.

Apply for another programme

2014

Bachelor of Arts

Application not submitted

Major(s): Politics, Minor(s): European Studies

## Step 1: University Admission

Once you've submitted your application, Otago will process it for University Admission, which includes the following:

- Verifying your identity
- Checking your University Entrance qualification
- Verifying that you meet minimum age and language requirements

You'll be contacted via eVision if you need to provide any information or documentation. If you are still at school and expecting to gain University Entrance through NCEA, CIE or IB, in most cases Otago will receive your results automatically when they are released. However, you may still need to provide evidence of identity or other information. Your application will be in a 'University Admission pending' state until Otago has received all relevant information. You'll be informed of the outcome of your application via eVision.

## Step 2: Programme Admission

The University will also process your application for Programme Admission. The department responsible for your programme assesses the application against the admission criteria and will normally either offer you a place in the programme or decline your application. Your place may be conditional upon providing further information, completing further steps, or gaining University Admission.

The University will inform you of the outcome and (if appropriate) make you an offer via eVision, which you can accept or decline. This completes the Application phase. If you accept your offer, you can proceed to Course Enrolment.

## 2 Complete Course Enrolment

Course Enrolment, which is completed through eVision, is the second phase of your Enrolment at Otago and is made up of three steps: Annual Details, Paper Selection, and Course Approval and Declaration.

### Step 1: Provide Annual Details

While eVision allows you to update your personal and contact details (e.g. name, citizenship, email address) at any time, you are given the chance to review this information during Course Enrolment. The University must also collect 'Information required for study' annually for the New Zealand Government. Answering these questions is mandatory and can cover such things as your study address and emergency contact details.

#### Course Enrolment

Welcome to your 2014 Course Enrolment

Follow the instructions on the yellow buttons below.



Review current information

Review this step

Update your personal and contact details.



Information required for 2014 study

Complete this step

Mandatory information the University is legally required to gather each year.

If you're an international student studying in New Zealand, you'll need to answer additional questions about your Visa and apply for StudentSafe travel and health insurance.

### Step 2: Select Papers

Once you've provided or updated your personal details, you select the papers you wish to study for the year. eVision guides you to select papers relevant to your programme.

If you're enrolling for more than one programme, you complete the selection of papers for one programme before going back to select papers for the next. Only 'Submit for Course approval' once you've selected papers for all your programmes.

#### Anthropology Major

Two 100-level ANTH and/or ARCH papers	Plan
AND	
Two 200-level ANTH and/or ARCH papers And: one further 200- or 300-level ANTH or ARCH paper <small>BIDA201 may be substituted for one 200-level ANTH or ARCH paper</small>	View

Some programmes such as PhD, EdD, inbound Exchange and Study Abroad, and Diploma for Graduates, require University staff to select papers for you in eVision.

As you select papers, eVision automatically enforces paper selection rules, such as checking you have completed any prerequisite papers. A pop-up window will appear when you don't meet the conditions to select a particular paper and explain why. In some cases (e.g. double major), you may have to scroll down to select a required paper listed under your second major.

If you want to select a paper that the rules don't allow, you can request 'Special Permission' at the end of the paper selection process by entering your request at the 'Review and confirm' stage.

#### Need to request Special Permission?

If you were unable to select a paper during paper selection, please enter the paper code, paper name, and period you wish to study in. Please also enter the programme that you want this paper to be applied to.

Please also provide a reason why you are requesting Special Permission, (for example, "I don't have the pre-requisite but have lived in Shanghai for 4 years, so have basic language skills").

Some papers require Departmental Permission. You can select these papers during paper selection but a place is not immediately guaranteed. University staff then use eVision to approve or decline the papers when they assess your course for approval.

### Review and confirm

\* Indicates mandatory fields.

#### You selected these papers

##### Bachelor of Commerce

Major(s): Finance, International Business, Minor(s): Accounting, Computer Science

Period	Paper	Paper name	Points	EPTS	Campus	Notes
S1	BSNS102	Quantitative Analysis for Business	18	0.15	Dunedin	
S1	BSNS105	Management and Organisations	18	0.15	Dunedin	
S1	BSNS108	Business Finance	18	0.15	Dunedin	
S1	FINQ102	Business Mathematics	18	0.15	Dunedin	
S2	ACFIS9	Research Methods	18	0.15	Dunedin	
S2	BSNS107	Understanding Accounting	18	0.15	Dunedin	
S2	FINC202	Investment Analysis and Portfolio Management	18	0.15	Dunedin	
S2	FINC306	Derivatives	18	0.15	Dunedin	

Once you've selected all your papers, eVision shows you a summary of your course, which includes any warnings about your choices such as a high workload and timetable clashes. You're also given the opportunity to 'View' your 'Course Fee Assessment' detailing your course tuition fees based on your current paper selection and enrolment fee status. If you're happy with the course, you submit it for approval. If not, click 'Amend papers' to review your selection.

### Step 3: Course Approval and Declaration

Once you've submitted your course for approval, eVision will determine if approval from University staff is required. This depends on a set of rules and the status of your application. If staff approval is not required, eVision will automatically approve your course.

In more complex cases, an appropriate staff member may review your course or contact you to discuss the course before approving it. The review may result in the staff member making changes to your papers or making exceptions to requirements, such as allowing you to exceed the normal workload limits.

#### Alert

Your course has been approved and you have nearly completed your Course Enrolment for 2014.

The final step is to complete your declaration, which you can access from the Course Enrolment screen.

We advise you to check your papers in My Programmes and Papers. You can view the status of your Course Enrolment anytime by clicking on the Course Enrol button in your portal.

*If you have any questions, please contact the University Information Centre. Call 0800 80 80 98 within New Zealand or +64 3 479 7000 from overseas, or email [university@otago.ac.nz](mailto:university@otago.ac.nz).*

 Back to portal

### Review the outcome of Course Approval

You'll be advised via eVision whether your course has been approved or declined. You can review your course, along with notes about any changes and information about your fees.

### Complete a formal declaration

The last step of the Course Enrolment phase is to complete a formal declaration that will allow you to access University resources. To do this, go to the Course Enrolment section and complete the Declaration step.

### 3 Pay your fees

Once Course Enrolment is complete, the final phase of your Enrolment at Otago is paying your fees.

The University issues your invoice via the 'My Account' page in eVision with all the information you need to organise payment. Once your fees have been paid and you've completed course enrolment, you're officially enrolled.

## Payment, Student Loan and Scholarship information

All payments must be in **New Zealand Dollars** with your **name and student ID** clearly identifiable.

**StudyLink Loan** payments only pay your course fees of tuition and student services fees. It will not pay any non-compulsory fees (for example a transfer of credit fee). Applications must be made before the payment due date to avoid the late payment fee at [www.studylink.govt.nz](http://www.studylink.govt.nz)

### Internet banking or Telegraphic Transfer

Account Name: Student Tuition - University of Otago

Account No: **06-0901-0001203-01** Swift Address: **ANZBNZ22** (for payments outside N.Z.)

ANZ Bank New Zealand Limited

Dunedin Commercial Branch

Level 2, 71 George Street

PO Box 883, Dunedin

**Cash, cheque or eftpos** (subject to individual bank limits) paid directly to The Cashiers in the basement of the Clocktower.

**Personal or bank cheque** made out to the "University of Otago" and post to:

Revenue Management

University of Otago

PO Box 56, Dunedin 9054

**Credit/debit card payments** are available for administration fees only

[Make an online payment](#)

For **University of Otago scholarships or awards**, the fee account will display your tuition fee invoices and tuition scholarship/award transactions. If you have any queries regarding your scholarship/award transactions please call the scholarship office (03) 479-5292.

If your tuition fees are to be paid by an **External Scholarship or Sponsorship** and you receive an invoice, please ask the third party concerned to contact the Fees Office to arrange payment.

For more information about fees go to [www.otago.ac.nz/study/fees](http://www.otago.ac.nz/study/fees)

## **Change of Course**

If you need to change your paper selection after you've completed the declaration and had your course of study approved, obtain a Change of Course Form from the University Information Centre (UIC) in the Information Services Building. UIC staff will tell you what you need to do before you return the form to them for processing.

## **Need further help?**

University Information Centre

Ground Floor, Information Services Building

0800 80 80 98

[university@otago.ac.nz](mailto:university@otago.ac.nz)

[www.ask.otago.ac.nz](http://www.ask.otago.ac.nz)