

Course Enrolment Guide

Log into the [Student Portal](#) using your student ID number or email address and your password. Please remember that you cannot view your course selection on the Student Portal until you have accepted your Offer of Place, paid your fees and received your Receipt of Payment.

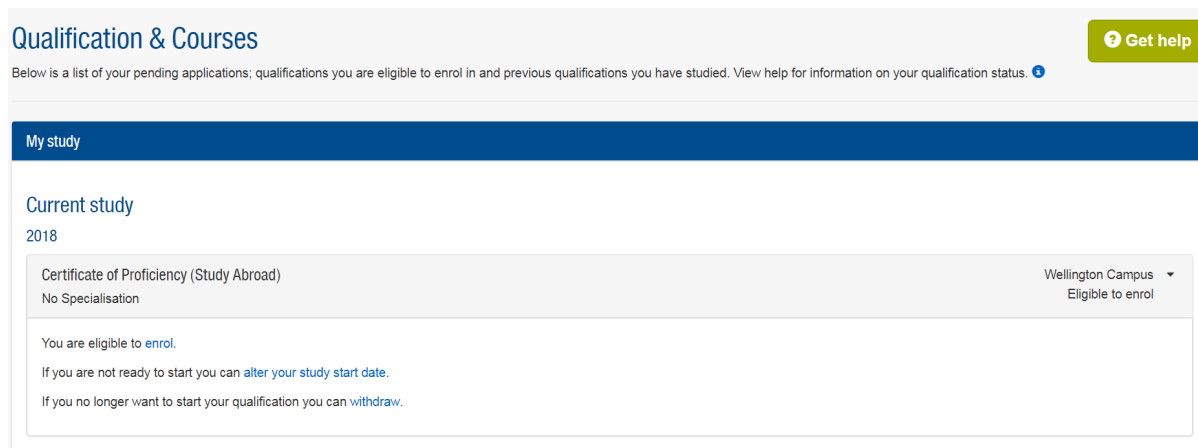
Four courses, for a total of 60 credits, is the standard load for a semester. We've posted some suggestions if you need help [choosing which courses to take](#) at Massey.

It is important that your home university has approved the courses you intend to take at Massey. You can change your study plan in the Qualifications & Courses section of the Portal through the first week of your semester.

Enrolment Steps

We have enrolled you in a Certificate of Proficiency (CoP) as the qualification you are studying. Please do not change this to a Bachelor programme. The CoP is the correct programme.

1. Click on **Qualifications & Courses** which will take you to the following screen.



Qualification & Courses [Get help](#)

Below is a list of your pending applications; qualifications you are eligible to enrol in and previous qualifications you have studied. View help for information on your qualification status.

My study

Current study

2018

Certificate of Proficiency (Study Abroad) No Specialisation	Wellington Campus Eligible to enrol
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You are eligible to enrol.

If you are not ready to start you can [alter your study start date](#).

If you no longer want to start your qualification you can [withdraw](#).

2. Click enrol on the **You are eligible to enrol** message.

You are eligible to enrol.

3. Choose **Certificate of Proficiency** on the **Qualification selection 2018** screen and click next.

Select the qualification you would like to enrol in

Please select the qualification you would like to enrol in. We recommend that you select no more than two qualifications a year. For more information about this page click [?](#)

If you would like to withdraw from a qualification go to [Qualifications and Courses](#). If you would like to apply for a new qualification you will need to complete an admission application.

Select qualifications Certificate of Proficiency (Study Abroad)
No Specialisation

Cancel

Next

4. You will then be requested to answer a series of questions related to your personal information

Personal information

Personal information

Please review your personal details, to edit these details go to the [Personal information](#) page in your portal.

Full name Preferred name

Date of birth 12/Aug/1997

Previous name

Gender Female

Disability No disability identified

Country of citizenship United States of America

NZ/Aus Residency status Other resident or permanent resident

Ethnicity Other

Physical term address

5. Please select the following in the **Annual questions** section:

Health Insurance Massey StudentSafe Insurance
Type of cover Single cover

Annual questions

Insurance details

Please select your health insurance cover. [?](#)

Health Insurance* Massey StudentSafe Insurance

Type of cover* Single Cover

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Please list your alternative insurance policy if you hold one.

6. Please answer the **Ministry of Education information** questions as appropriate.

What was your main activity or occupation in New Zealand at 1 October 2017*

Overseas

Where have you been residing in the 12 months prior to enrolling?*

- New Zealand
- Overseas

During your time studying your qualification(s) where will you be residing?*

- New Zealand
- Overseas

Do you live with the effects of a significant injury, long term illness or disability?*

- Yes
- No
- Not stated

Disability Services provide a range of services and support for students who have health and disability issues that can impact on your study. [?](#)

Do you expect to complete a qualification in 2018?*

- Yes
- No

7. You will be taken back to the **Course enrolment 2018** page after answering the required questions. Click on the **Complete now** tab in the **Course selection** category

Course enrolment 2018

Welcome to course enrolment. Please complete and/or review all of the following sections to submit and finalise your enrolment.

[Get help](#)

Complete your enrolment	
Personal information Update your personal and contact details.	Done <input type="button" value="Review"/>
Annual questions Complete the mandatory University and Government information.	Done <input type="button" value="Review"/>
Specialisation Confirm your specialisation choices below. Bachelor of Arts • English	Done <input type="button" value="Review"/>
Course selection Select the courses that you want to study.	Now <input type="button" value="Complete now"/>
Declaration Accept your declaration and submit your course enrolment.	Next

8. Click **Select/change courses** on the **Course overview** page to add courses.

Course overview

[Get help](#)

The following is an overview of the qualification and courses you have selected to study for the year. To add or change courses use the Select/change courses button. For help about this page [3](#)

Timetable

If you are studying on campus it is your responsibility to ensure that your timetable is feasible. Once you have selected your courses please view your timetable and check for any clashes.

[View your timetable](#)

Review your selections

Warning

You need to fix these before you can submit your enrolment.

- You have no courses selected for the academic year, please click the Select/change courses button to add courses.

You have no courses selected for the academic year, please click the Select/change courses button to add courses.

Certificate of Proficiency (Study Abroad)

[To be submitted](#)

No Specialisation

Course code	Name	Period	Credit	Location	Status
You have not selected any courses.					
Total credits			0		
Total credits for year			0		

[Select/change courses](#)

Special permission

Course code	Name	Period	Credit	Location	Status
You do not have any requests.					

[Special permission request](#)

Some courses, such as Veterinary Science (118.XXX/193.XXX/227.XXX), Nursing (168.XXX), Engineering (228.XXX) and Aviation (190.XXX) courses involving flight training, are not available to study abroad or exchange students. These courses and any courses not offered during the semester at the campus of your choice, cannot be assessed for enrolment, even if you listed them in your application.

The courses you select must be offered on the Massey campus you are studying on or you will receive an error message.

Incorrect location

Your qualification location does not match the location of the selected course offering. Therefore you are not permitted to enrol in this offering.

If you need to enrol in this course, first check to see if it is offered at your location and if so select this offering. If it is not offered at your location please apply by special permission on the Course overview page.

Some courses have restrictions on the number of students that can enrol (particularly courses taught by the College of Creative Arts), so you might see this message:

Course full

This course offering is now full. If you want to go on a wait list please apply on the Course overview page.

If this is the case, you will need to add this course on the **Course wait list request** screen, which you can find on the **Course overview** page.

Course wait list request

Select course and qualification

Please search for the course that you wish to request course wait list for. Enter the course code or part of the name in the box below and select from the list of options that appear.

Course code/name* Photography and the Darkroom

Please select the qualification that you would like this course to be added to.

Select qualification* Certificate of Proficiency (Study Abroad)

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Course wait list request

Select occurrence

Please select the occurrence that you would like to enrol into for course 221222 - Photography and the Darkroom in 2018.

Course occurrence* Period: S1FS,
Mode: Internal, Location: Wellington Campus, Occurrence:
WLG1
 Period: S2FS,
Mode: Internal, Location: Wellington Campus, Occurrence:
WLG1

Comments

9. Any [requirement](#) will be listed under the Requirements heading when you look up a course on our [Course Search](#). In most cases, you will receive the following message if you enrol in a course that has a prerequisite.

Requirements not met

You do not meet at least one of the requirements for this course. Please select a different course.

- Prerequisite(s): At least 45 credits from 100 level.

This message does not mean you are not allowed to enrol in the course. It simply means you have not taken a Massey course that meets the prerequisite. You can apply for courses with prerequisites through the Special Permission tab on the Course Overview page.

10. Enter in the course code on the **Special permission request** page.

Special permission request

Select course and qualification

Please search for the course that you wish to request special permission for. Enter the course code or part of the name in the box below and select from the list of options that appear.

Course code/name* Creativity in the Community

Please select the qualification that you would like this course to be added to.

Select qualification* Certificate of Proficiency (Study Abroad)

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11. Select the course offering appropriate for your campus and semester of study. Type "Study Abroad/Student Exchange" into the **Comments** section.

Select occurrence

Please select the occurrence that you would like to enrol into for course 172232 - Language and Society in New Zealand in 2018.

- Course occurrence*
- Period: S1FS, Mode: Internal, Location: Auckland Campus, Occurrence: AKLI
 - Period: S1FS, Mode: Distance, Location: Distance, Occurrence: DISD
 - Period: S1FS, Mode: Internal, Location: Manawatu Campus, Occurrence: MTUI
 - Period: S1FS, Mode: Internal, Location: Wellington Campus, Occurrence: WLG1

Please select the reason why you are applying for special permission to enrol into this course.

- Reason*
- Waiver of course requisite rule
 - Permission to take additional course
 - Permission to take alternative course
 - Other (please specify)

Comments

Study Abroad/Student Exchange

Supporting documents

Upload any documents to support your request. Maximum file size for uploading is 5 megabytes per document.

1. Browse your computer

2. Upload

If your special permission request is approved,

- Would you like to withdraw from a current course?*
- Yes, I would like this course to replace one of the courses I am currently enrolled in.
 - No, I wish to be enrolled in this course in addition to all of my current courses.

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12. Tick the Declaration box and click submit.

Confirm request

Course add

If your request is successful the following course will be added to the Certificate of Proficiency (Study Abroad)

Course code	Name	Year	Period	Credit	Mode	Location
172232	Language and Society in New Zealand	2018	S1FS	15	Internal	Wellington Campus

Declaration

Please read and agree to the following declaration.

I understand, when I submit my application it will be assessed by the University. I may be required to provide additional documentation to support my application and a decision will not be made until I have provided all the documents requested. If my application is approved, I will be enrolled in the requested course and withdrawn from the course selected for withdrawal (if applicable), as shown above. If my application is approved my tuition and non-tuition fees will be adjusted as appropriate.

I have read and agree to the above*

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Submit

Repeat steps 10-12 for each course with a requirement. We will review your transcript and notify you through the Student Portal if the courses you took at your home institution meet the Massey prerequisites.

13. You will need to pick where you want to sit the exam if you choose a Distance course with an exam. This can be done in the **Additional paper information** screen. Ensure your home institution approves you to take a Distance course before enrolling in it.

Course overview

Additional paper information

Exam venues

If you are studying by distance only, select an exam venue for your courses that suits you. If you are studying courses both on campus and by distance, select your campus from the list. You will be advised of your examination date and time once the semester has started. Overseas exam venues have a fee per course sitting. [i](#)

Summer School	Course code	Name
	123101	Chemistry and Living Systems
Exam venue*	Choose an option ▼	

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Exam venues

Exam venues

Distance and block mode students must nominate the venue at which they would like to sit their exams. [Examination venue](#) requests and changes can be made online through your Student homepage. They should be made as early as possible to enable the examination timetable and rooming schedule to be finalised in sufficient time.

Venue changes are not permitted within 5 weeks of the examination period start date in Semesters One, Two and Double; or within 3 weeks for Summer School.

Overseas examination sittings only

Students located more than two hours travelling time from an overseas venue (refer drop-down list) may request an [alternative examination venue](#). Processes and timelines are as stated above. Availability of alternative overseas venues is not guaranteed. We will contact you as soon as possible regarding your request.

An overseas exam venue fee is payable per individual examination sitting. For details refer to [non-tuition fees](#). Where an overseas venue change/cancellation occurs within 5 weeks of the examination period start date in Semesters One, Two and Double; or within 3 weeks for Summer School; this fee is non-refundable.

14. Review the **Confirmed courses** page to ensure you submitted all your courses for assessment.

Confirmed courses

The following is a summary of your courses selected on the Course selection page for your qualification below.

Your details

Student ID/Qualification sequence	<input type="text"/>
Name	<input type="text"/>
Qualification	<input type="text"/>
Qualification details	Creative Writing

Confirmed course selections

Selected a total of 2 course(s) which total 30 credit(s)

Year	Period	Course code	Occ	Level	Credits	Course name
2017	SSHL	139105	DISD	100	15.00	Fiction: The Long and Short of It
2017	SSN1	131121	DISD	100	15.00	Rich World, Poor World

Change selections

Next

16. Please answer the **Edit My Visa** questions as appropriate

Edit My Visa

Please amend your visa details as required.

Visa Details

Visa type* Student visa
 Visitor visa
 Working Holiday visa
 Work visa
 Other

Visa expiry date (if issued)

Application number

Where applied i.e. Country? Saudi Arabia

Date applied

15. Click **View your timetable** from the **Course overview** page to ensure your course times do not conflict.

CLASS TIME REQUIREMENTS

Course Code	Course Name	Requirements	Offering Coordinator
131121	Rich World, Poor World (U)	Not yet specified	Rochelle Stewart-Withers
139105	Fiction: The Long and Short of It (U)	Not yet specified	Kim Worthington

Time: 8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00

FOR YOUR INFORMATION

- This timetable planning tool displays all of the possible timetable sessions.
- View the class time requirements below to see what the requirements are and then use this tool to plan your timetable.
- Click "Save changes" to save any selections you make.
- Note: This is not a booking system. Instructions for booking any tutorial or laboratory groups will be given to you when you start your paper.

You will finalise your timetable after you arrive, during an appointment with an Academic Advisor. We suggest you check your timetable close to the start of the semester in case the times or room location have changed.

Massey permits partial timetable overlaps, but this is at your own risk and is strongly discouraged.