

University of Otago, Study Abroad and Exchange applications: Selecting papers in eVision

When a student has applied to the University of Otago through the online eVision portal, the home page for the student will look something like the following screenshot. To go ahead with selecting the papers (courses) they would like to take at Otago students should now select the button circled in red below, as opposed to the current manual process of completing and uploading a course selection form.

11E57bYYz5Wn-oBLbRyZIDHVK-GEuP45IZt5a2yH-YdaiuPlkr6UJS-4wq1Bq8G-FGb49OEjxm8m6yUIHpbQR5BMxsvQ9MVuCdX8s4Csizk

Search

harmacy Student | Hilton Worldwide | MV... | Otago International Sc... | Programme « NZIEC

Haere mai, welcome Study Abroad > Logout

Home

All alerts

- 13 August 2015
Your application for special permission has been submitted.
[View details](#)
- 24 August 2015
Your application for special permission has been submitted.
[View details](#)
- 24 August 2015
Your application for special permission has been submitted.
[View details](#)

[Previous alerts](#)

My details

Name: Study Abroad
Student ID: 6709872
Debtor: No
[Change my details](#)

My finances

[See My Account and Payment information](#)

My timetable

My University admission

University admission (In progress)

- ☐ Name
- ☐ Date of birth
- ☐ Citizenship or Residency
- ☐ University Entrance
- ☒ English language proficiency

[show details](#)

My programmes and papers

Applications are now being accepted for study commencing in 2016.

Course Enrolment is now available for students continuing in the same programme or students who have received, and accepted, an offer of study for their programme(s) in 2016.

Need Course Advice? [View otago.ac.nz/courseadvice](#)

[View enrolment otago.ac.nz for more information](#)

Course Enrolment 2016

[See more](#)

My scholarships and awards

[See more](#)

My research

[See more](#)

Ask Otago | Info line: 0800 80 80 98 | university@otago.ac.nz | Accessibility | [Top of page](#)

The next screen to show after selecting the “Course Enrolment” button is shown below. Students should click the button circled in the screenshot once it is available in the admissions process:

UNIVERSITY OF OTAGO
Te Whare Wānanga o Ōtago
NEW ZEALAND

eVision

Home
Details
Programmes and papers
Finance
Timetable
Scholarships and Awards
Graduate research
Library
Change your email login
Change password
Logout

Here's what you'll see when you log in

Course Enrolment

Welcome to your 2016 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 2016 study**
Mandatory information the University is legally required to gather each year. [Review this step](#)
- ☐ **Paper selection**
Select the papers you want to study in 2016. [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. [Complete this step](#)
- ☐ **Declaration**
Complete your declaration to finalise your course content for 2016. [Complete this step](#)

[Cancel](#) [Exit](#)

The paper selection process is then initiated through the following screen. Students need to click the circled button to progress on this screen:

UNIVERSITY OF OTAGO
Te Whare Wānanga o Ōtago
NEW ZEALAND

eVision

Here's what you'll see when you log in

Paper selection

How to select and view your papers and read the codes in the tables

This page lets you pick your papers for the forthcoming academic year. This page displays one programme. If you are doing more than one programme, you will repeat this step for each programme. [Learn more about the paper selection process.](#)

Selecting and viewing your papers

Search and select papers in the left-hand pane below. This pane shows the papers you must select for your programme and allows you to search for other papers. Not all papers are available every year. View your selected papers in the right-hand pane. Scroll down the page to see all the sections.

[Learn how to read the codes in the tables.](#)

Your papers must satisfy the Programme Requirements shown in the left-hand pane. You can select extra papers beyond the requirements.

If one paper is a prerequisite for another, select the prerequisite paper first.

You may want to select a paper:

- that is not part of your programme
- that regulations prevent you selecting (for example, you don't have a prerequisite).

You can request special permission to select the paper. Make your request from the 'Review and confirm' page at the end of the paper selection process. If you plan to request special permission, you may wish to select an additional paper now that you subsequently delete if your request for special permission is approved.

Programme: Certificate of Proficiency COP Study Abroad

Certificate of Proficiency

If you are not able to select one of the papers you would like to take due to a rule issue, you will be able to make a Special Permission request for this paper from the 'Review and Confirm' screen. If you cannot select any of the papers you wish to take, you can click the 'Submit selection' button with no papers selected and make Special Permission requests for all of your papers.

[View](#)

Selected Papers

[All my papers](#) [Papers from current block](#)

Paper	Name	Year	Prd	Mode	Campus	Points		
MAOR110	Introduction to Conversational Māori	2016	S1	I	DN	18		

4:00 p.m.
24/06/2015

By clicking the “View” button shown on the previous page, a search function will open as shown below. In this example I have typed in MAOR110 and added the paper by clicking a green cross that opened next to the paper in the search module on the left. This populated MAOR110 into my papers table on the right (circled). I am now attempting to add “MICR221”:

The screenshot shows the 'Certificate of Proficiency' interface for 'Certificate of Proficiency COP Study Abroad'. On the left, the 'Paper search' box contains 'MICR221'. On the right, the 'Selected Papers' table lists MAOR110. The 'Submit selections' button is at the bottom right.

Paper	Name	Year	Prd	Mode	Campus	Points		
MAOR110	Introduction to Conversational Māori	2016	S1	I	DN	18		✓

I get the warning shown below when I try to add MICR221, because I have not completed the Otago papers which are prerequisites (in fact, no study abroad and exchange students will have!), the paper will not appear in my list on the right hand side of the page (MAOR110 does not have a prerequisite, this is why it appears). This is not so intuitive for study abroad students, and there will undoubtedly be confusion from students why the paper hasn't been added. The process to add papers that have Otago prerequisites will now be described.

The screenshot shows the 'Certificate of Proficiency' interface with a 'Conditions not met' warning dialog box. The dialog box states: 'You do not meet at least one of the conditions for this paper. Please select an alternative paper or request special permission. Prerequisite: CELS191 and CHEM191 and 36 further 100-level points. Recommended preparation: HUBS191'. The 'Submit selections' button is circled in red.

When a student submits their paper selections (small red circle on previous screenshot) the following screen will show:

The screenshot shows the 'Review and confirm' page in the University of Otago eVision system. The header includes the University of Otago logo and navigation links. The main content area is titled 'Review and confirm' and includes a note about mandatory fields. It states 'You selected these papers' and shows a table for the 'Certificate of Proficiency (Dunedin)'. The table has columns for Period, Paper, Paper name, Points, EFTS, Campus, and Notes. One paper is listed: S1, MAOR102, Māori Society, 18 points, 0.1500 EFTS, Dunedin campus. Below the table is a blue button labeled 'Back to paper selection'. At the bottom, a message states 'These items are still pending. You will receive an update in your portal page.'

Period	Paper	Paper name	Points	EFTS	Campus	Notes
S1	MAOR102	Māori Society	18	0.1500	Dunedin	

Scrolling down a student can then choose the green button to submit, or as most students will need to do, add an upper level paper that has Otago prerequisites. Click red circle in screenshot below ("Request Special Permission"):

This screenshot shows the lower portion of the 'Review and confirm' page. It includes several sections with buttons for further action:

- Check your timetable based on your current paper selections.** A note states: 'Note: Your timetable won't include any papers that require departmental or special permission.' A yellow button labeled 'View Timetable' is present.
- Course fees** A note states: 'Fees are not yet available.' A yellow button labeled 'View Course Fee Assessment' is present.
- Programme specific questions *** A table shows the selected programme: 'Certificate of Proficiency COP Study Abroad'. A yellow button labeled 'Review this step' is present.
- Special permission** A section titled 'Do you need to request Special Permission to add a paper?' with instructions. Two yellow buttons are shown: 'Programmes and papers' and 'Request Special Permission'. The 'Request Special Permission' button is circled in red.
- Any comments or questions?** A text input field for comments.
- Submit for Course Approval** A section with instructions and three buttons: 'Back to paper selection' (blue), 'Pause and hold my selections' (yellow), and 'Ready to be Course Approved' (green).

The next screen to show is this:

UNIVERSITY OF OTAGO
Te Whare Wānanga o Ōtago
NEW ZEALAND

Haere mai, welcome Study Abroad

Logout

Select paper Reason Programme requirement Delete paper Submit

Special permission – select a paper

Search for paper [Help](#)

Enter the paper code or name of the paper you wish to request special permission for in the box below.

* Indicates mandatory fields.

Search for a paper *

Back Cancel Continue

Ask Otago Info line: 0800 00 80 98 university@otago.ac.nz Accessibility Top of page

© University of Otago
PO Box 56,
Dunedin 9054,
New Zealand
University Information Centre
Ask Otago
0800 80 80 98
university@otago.ac.nz

eVision Information
Help
What's new in eVision
Legal statement and
terms of use

Find Otago on
Facebook
Twitter

Students need to type in the code of the paper required, the “Search for a paper” field above will auto-fill with the paper. After clicking “Continue”, circled above, the following screen will show:

UNIVERSITY OF OTAGO
Te Whare Wānanga o Ōtago
NEW ZEALAND

Select paper Reason Programme requirement Delete paper Submit

Your application for special permission

* Indicates mandatory fields.

To apply for special permission to enrol in the paper you have selected, please complete the form below. Click Back if you wish to select a different paper, or Cancel if you do not wish to proceed with your application.

If you wish to repeat a paper that you have previously passed to get a better grade, this can only be done under a Certificate of Proficiency(COP). If you are not enrolled in a COP programme, please go to the [Programmes and papers](#) page to apply now to this programme.

Your paper

Period	Paper	Paper name	Points	EFTS	Campus	Notes
S1	MICR221	Microbes to Medicine	18.00	0.15	Dunedin	

Application type

Please indicate the reason for your application *

☐ I do not meet pre or corequisites for the paper

☐ 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 (Please describe below)

Provide additional information

You have selected the application type of 'OTHER', please supply additional information regarding the reason for this special permission application in the box below. *

I am a study abroad student

Supporting documentation for special permission

Document name	Action
Supporting documentation: No file selected. Help	Browse...
(pdf, jpg, jpeg, png, docx - 5 MB max)	
Upload	

Back Cancel Continue

The next screen gives students a choice for whether they want the paper that special permission is being asked for to replace an already selected paper if permission is granted:

This screenshot shows the 'Delete current paper selection?' screen in the eVision system. At the top, a progress bar indicates the steps: 'Select paper' (checked), 'Reason' (checked), 'Programme requirement' (checked), 'Delete paper' (current step, highlighted with a yellow circle), and 'Submit' (not started). The main heading is 'Delete current paper selection?' with a note that an asterisk indicates mandatory fields. Below this, a question asks: 'Delete paper from current paper selection? If your application is approved, do you wish to delete one of your current paper selections? *'. Two radio button options are provided: 'Yes. I would like this paper to replace one of the papers I have currently selected.' and 'No. I would like to add this paper to my current paper selections.' The 'No' option is selected. At the bottom, there are three buttons: 'Back' (blue), 'Cancel' (red), and 'Continue' (yellow, circled in red). The footer contains contact information for the University of Otago, social media links, and accessibility options.

This screenshot shows the 'Thank you' screen in the eVision system. The progress bar at the top now shows all steps completed: 'Select paper' (checked), 'Reason' (checked), 'Programme requirement' (checked), 'Delete paper' (checked), and 'Submit' (checked). The main heading is 'Thank you'. The text informs the user that their request for special permission has been submitted and that they will receive a confirmation message in their Portal in-tray. It provides a reference number: 'SP2016-6709872-0006'. It also states that the request needs to be reviewed by the University and that the outcome will be advised via the Portal in-tray. A note instructs the user to select the 'Continue' button to return to the 'Review and confirm' page. At the bottom, there is a single yellow 'Continue' button, which is circled in red. The footer contains the same contact and social media information as the previous screen.

Clicking “Continue” takes students back to the paper selection screen as shown on the following page.

Back on this screen students once again have option to request special permission to take another Otago paper with prerequisites, or submit papers by clicking the green button circled below. The green button will only be available once a student has received permission from Otago to take at least one of their specially requested papers that have prerequisites, OR they have chosen at least one 100-Level paper:

Fees are not yet available.

[View Course Fee Assessment](#)

Programme specific questions *

Programme	
	Certificate of Proficiency COP Study Abroad

[Review this step](#)

Special permission [Help](#)

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 on a Certificate of Proficiency (COP). If you are not enrolled on a COP, select **Programmes and papers** to do so now. If your request for Special Permission is for another reason, select **Request Special Permission**.

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

Any comments or questions?

Enter a question or comment for the staff member reviewing your submitted course.

Submit for Course Approval

Once you are happy with your paper selections, please submit these for approval. You can submit papers for approval even if you have a timetable clash or are over the workload limit.

Want to change your paper selections?[Back to paper selection](#)

Want to save these papers, and come back later to make changes?[Pause and hold my selections](#)

Ready to be Course Approved?[Ready to be Course Approved](#)

[Return to portal](#)

Students may revisit this paper selection again at a later date as well as being able to change papers once they have arrived on campus.