



LAILAW
COLLEGE
TE WANANGA AMORANGI

STUDENT PORTAL USER GUIDE



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1. Navigation

1.1 Homepage

When you first log in to your student portal, you will land on **Homepage**.

NOTE: If you are having trouble logging into your student portal, please email ithelpdesk@laidlaw.ac.nz

You should be able to see a blue sidebar menu on the left-hand side of your screen, a welcome message, and the following three sections:

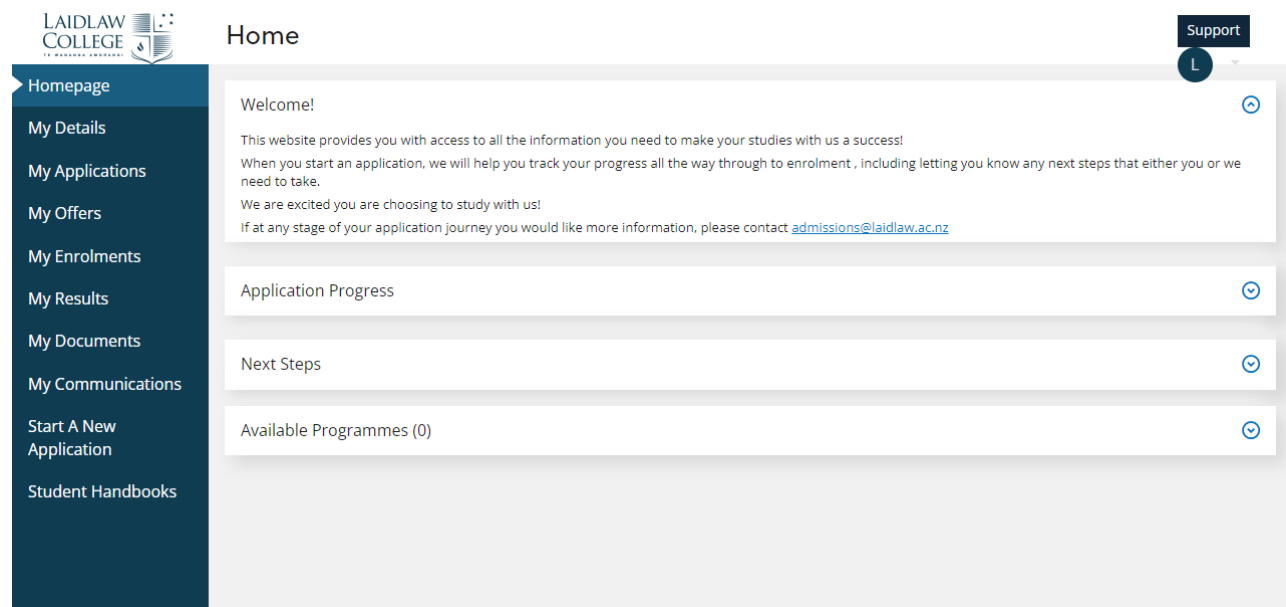
- Application Progress
- Next Steps
- Available Programmes

You can click on the arrows beside each section to expand or collapse each section.

There is also a blue icon with the first letter of your first name in the top right-hand corner of the screen. If you click on this, you will be able to access functions like changing your password, changing your security questions, and logging out.

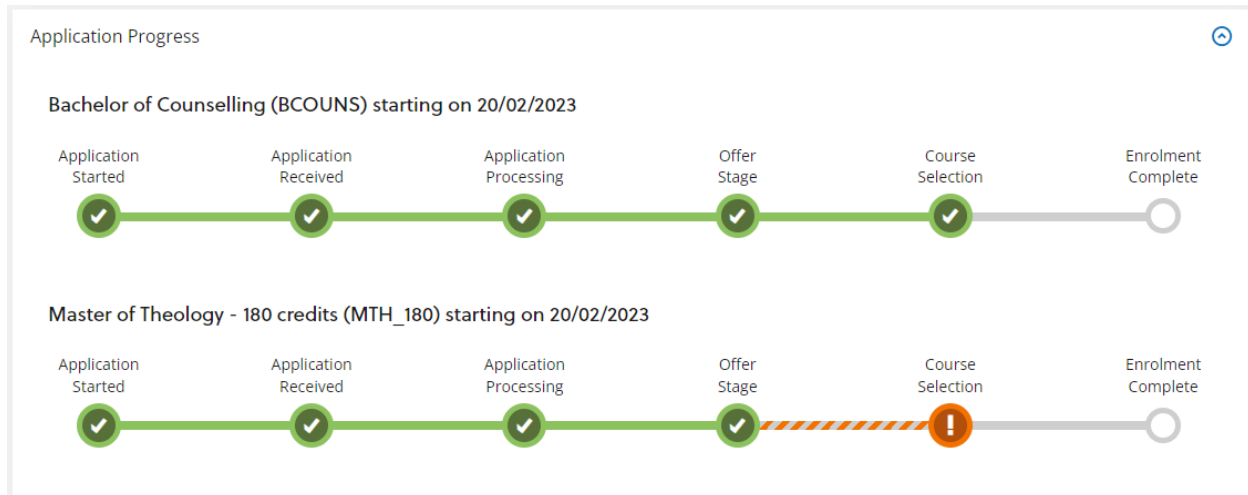
Below the Homepage section in this guide, there is more information about each of the tabs in the blue sidebar menu:

- My Details
- My Applications
- My Offers
- My Enrolments
- My Results
- My Documents
- My Communications
- Start A New Application
- Student Handbooks



1.1.1 Application Progress

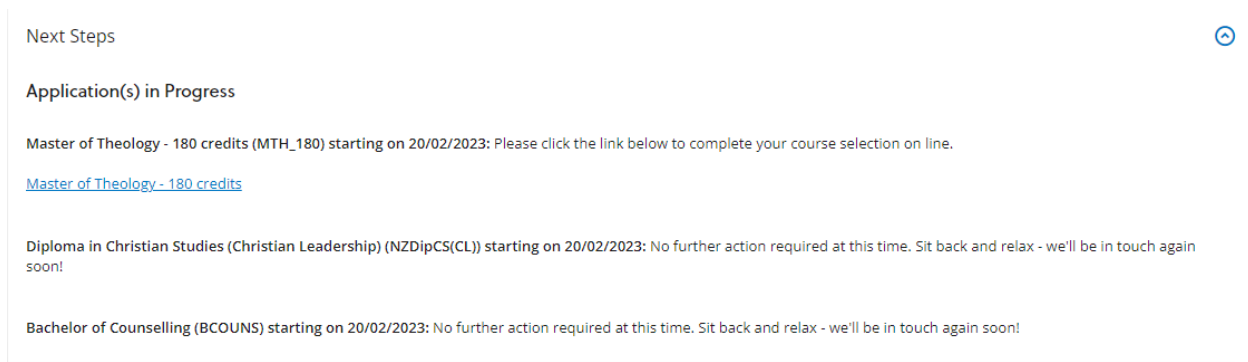
In this section of the **Homepage**, you will be able to see the status of each application you have made. If you are at “Application Received” stage or “Course Selection” stage, information to complete your next step in the application will appear in the “Next Steps” section of the **Homepage**.



1.1.2 Next Steps

In this section of the **Homepage** you will find links or information to complete your next steps in the application or enrolment process.

In the example below, the student is at course selection stage for one programme. You can read more about the course selection process in [3. Course Selection](#).



1.1.3 Available Programmes

If you were enrolled in a programme in a previous year and are yet to complete the qualification, that programme will appear in the Available Programmes section.

You will need to use this section to indicate your intention to study each year until you complete the qualification. You can find out more about this in [2.1 Continuing a programme you have enrolled in previously](#).

In the example below, the student was enrolled in one course in the Bachelor of Theology in 2022. Therefore, the Bachelor of Theology appears in the Available Programmes for 2023.

Available Programmes (1)				
Programme	Start Date	Location	Weeks	
Bachelor of Theology	20/02/2023	Christchurch Campus	39	ENROL
Showing 1 to 1 of 1 records				

1.2 My Details

If you click on the **My Details** tab on the blue sidebar menu, you will be able to see your Personal Details. There are three sections on this page that expand and collapse: MOE Details, Ethnicity and Iwi Details, and Main Address.

Some fields on this page are editable. If you want a change made to a non-editable field, please contact our Student Services team (studentservices@laidlaw.ac.nz) as some of these are fields may need to be verified.

L
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COLLEGE
TO WHARF UNIVERSITY

Support

Homepage

My Details

My Applications

My Offers

My Enrolments

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Start A New Application

Student Handbooks

Personal Details

Title (MRS) Mrs

* Family name

Date of birth

Personal Email

Preferred name

Emergency contact

Emergency contact relationship

Given name

Middle names

Gender Female (F)

Residency NZ Citizen (C)

Mobile number

Emergency contact number

NSI number

MOE Details*

Ethnicity and Iwi Details

Main Address

SAVE

1.3 My Applications

You can navigate to the Applications page by clicking on **My Applications** in the blue sidebar.

Here you will be able to see your applications that are in progress, and their status.

In the example below, the student has an application in progress for Interest Only courses and has accepted the offer to study. If you follow the link to **View Details**, you will be able to see a summary of the information you submitted in your application.

If you have submitted multiple applications, you may want to use the filter arrows for each column or the Filter box in the top right-hand corner.

Laidlaw College

Applications

Support

Export: Filter:

Application Created Date	Programme Code	Programme Title	Programme Intake	Progress Description	
15/12/2022	IO	Interest Only	2023FY	Offer Accepted	View Details

Showing 1 to 1 of 1 records

Navigation: < >

1.4 My Offers

If you have received an offer for a programme, you will see it on the **My Offers** page.

Laidlaw College

Application Offers

Homepage

My Details

My Offers

My Enrolments

My Results

My Documents

My Communications

Start A New Application

Student Handbooks

Export: Filter:

Programme Code	Programme Title	Offer Type	Offer Date	Offer Requested Date	Offer Accepted Date	Action
NZDipCS(IS)	Diploma in Christian Studies (Intercultural Studies)	Standard Offer	20/01/2023			Review
MTH_180	Master of Theology - 180 credits	Standard Offer	20/01/2023			Review
NZDipCS(CL)	Diploma in Christian Studies (Christian Leadership)	Standard Offer	11/11/2022			Review
BCOUNS	Bachelor of Counselling	Non-Standard Offer	16/08/2022		16/08/2022	

Showing 1 to 4 of 4 records

◀

▶

Programme Code	Programme Title	Offer Type	Offer Date	Offer Requested Date	Offer Accepted Date	Action
NZDipCS(IS)	Diploma in Christian Studies (Intercultural Studies)	Standard Offer	20/01/2023			Review
MTH_180	Master of Theology - 180 credits	Standard Offer	20/01/2023			Review
NZDipCS(CL)	Diploma in Christian Studies (Christian Leadership)	Standard Offer	11/11/2022			Review
BCOUNS	Bachelor of Counselling	Non-Standard Offer	16/08/2022		16/08/2022	

Showing 1 to 4 of 4 records



You can click **Review** to look at your Offer and then you should either **Accept** or **Decline** the offer before the “Response Due” date.

NZDipCS(IS)-2023FY (Diploma in Christian Studies (Intercultural Studies)) - Offer

Offer Date
20/01/2023

Response Due
03/02/2023

Congratulations!

We are pleased to offer you a place of study into the above programme.

By accepting this offer you will be progressed into selecting your courses. Once your courses are confirmed you will receive an enrolment contract which you will need to sign and return to us.

You don't need to pay your fees yet, however, unless you are confirmed for fees-free you will need to pay your fees before you can be fully enrolled and attend classes.

We are excited to welcome you into our learning community as part of the Laidlaw whanau.

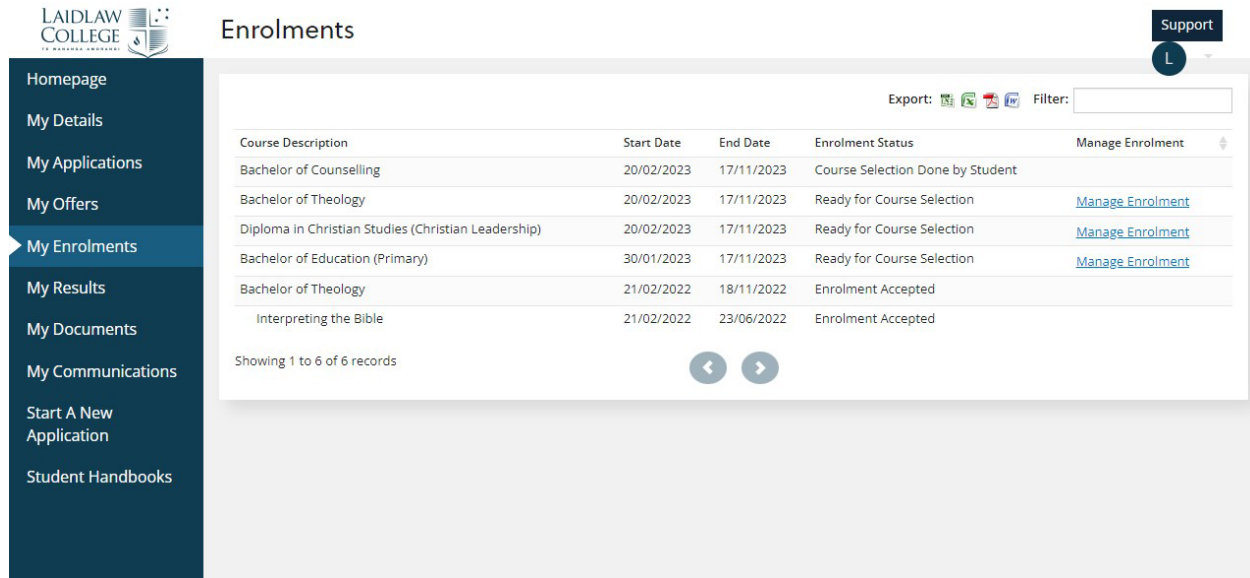
More information is on our website, but you can call us on 0800 999 777 or send us an email to admissions@laidlaw.ac.nz.

ACCEPT

DECLINE

1.5 My Enrolments

When you click on the **My Enrolments** tab in the sidebar menu, all the programmes and courses you have been enrolled in will appear (see example below), including each programme occurrence (academic year).

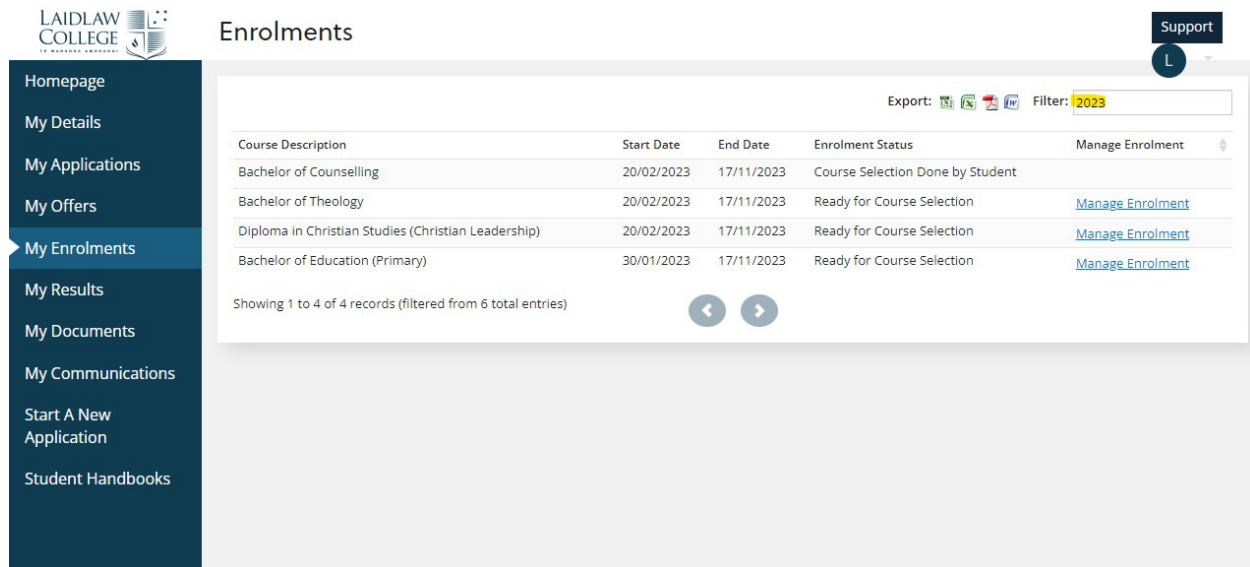


The screenshot shows the 'My Enrolments' page for Laidlaw College. The sidebar menu on the left includes: Homepage, My Details, My Applications, My Offers, My Enrolments (selected), My Results, My Documents, My Communications, Start A New Application, and Student Handbooks. The main content area is titled 'Enrolments' and features an 'Export' button with icons for CSV, PDF, and Word, and a 'Filter' input field. Below this is a table with the following data:

Course Description	Start Date	End Date	Enrolment Status	Manage Enrolment
Bachelor of Counselling	20/02/2023	17/11/2023	Course Selection Done by Student	
Bachelor of Theology	20/02/2023	17/11/2023	Ready for Course Selection	Manage Enrolment
Diploma in Christian Studies (Christian Leadership)	20/02/2023	17/11/2023	Ready for Course Selection	Manage Enrolment
Bachelor of Education (Primary)	30/01/2023	17/11/2023	Ready for Course Selection	Manage Enrolment
Bachelor of Theology	21/02/2022	18/11/2022	Enrolment Accepted	
Interpreting the Bible	21/02/2022	23/06/2022	Enrolment Accepted	

At the bottom of the table, it says 'Showing 1 to 6 of 6 records' with navigation arrows.

If you have been enrolled at Laidlaw in multiple programmes or for several years, you may want to use the filter function (in top right-hand corner) to filter to the current academic year (e.g. type “2023” and press **Enter**). In the example below, the enrolments from past years have been filtered out.



This screenshot shows the same 'My Enrolments' page, but with the 'Filter' input field set to '2023'. The table now displays only four records, all for the year 2023:

Course Description	Start Date	End Date	Enrolment Status	Manage Enrolment
Bachelor of Counselling	20/02/2023	17/11/2023	Course Selection Done by Student	
Bachelor of Theology	20/02/2023	17/11/2023	Ready for Course Selection	Manage Enrolment
Diploma in Christian Studies (Christian Leadership)	20/02/2023	17/11/2023	Ready for Course Selection	Manage Enrolment
Bachelor of Education (Primary)	30/01/2023	17/11/2023	Ready for Course Selection	Manage Enrolment

The status at the bottom of the table is 'Showing 1 to 4 of 4 records (filtered from 6 total entries)'.

Depending on the programme enrolment status, an action link of **Manage Enrolment** may be available beside the enrolment to select your courses. You can find out more about this process in [3. Course Selection](#).

1.6 My Results

If you click on **My Results** in the sidebar, a page will appear with the following two sections:

- Academic History: this is where you can see your final confirmed grades for your courses.
- Awards: this is where you can see your programmes and awarded qualifications. Once a qualification is awarded, this will be indicated in the Achieved column and a year will be entered in the Year column. In the example below, the two programmes have a “Pending” status, which indicates that the student has not yet been awarded the qualification.

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OF HIGHER EDUCATION

Homepage
My Details
My Applications
My Offers
My Enrolments
My Results
My Documents
My Communications
Start A New Application
Student Handbooks

Support
L

Your Results

Academic History (5)

Filter:

Programme / Course	Type	Result	Pass/Fail	Credits	Aggregate Score	Result Date	Status
BCOUNS-2023FY - Bachelor of Counselling							Pending
BTH-2023FY - Bachelor of Theology							Pending
111.615-22S1.3 - Interpreting the Bible							Pending
NZDipCS(CL)-2023FY - Diploma in Christian Studies (Christian Leadership)							Pending
BEd-2023FY - Bachelor of Education (Primary)							Pending

Showing 1 to 5 of 5 records

Awards (4)

Export: Filter:

Title	Year	Status	Achieved
Bachelor of Counselling		Pending	
Bachelor of Theology		Pending	

1.7 My Documents

To view the documents that you have uploaded as part of your application (e.g. passport, prior academic achievement) or enrolment (e.g. signed enrolment contract), you can click on the **My Documents** tab in the sidebar menu.

You can also upload more documents here as needed.

The screenshot shows the 'Your Documents' page. On the left is a sidebar menu with options: Homepage, My Details, My Applications, My Offers, My Enrolments, My Results, My Documents (highlighted), My Communications, Start A New Application, and Student Handbooks. The main content area has a header 'Your Documents' and a 'Support' button. Below the header is a table with columns: Date Added, Reference, Attachment, and Document Type. The table is empty, showing 'No entries found'. Below the table is a section titled 'Upload Evidence' with instructions: 'You can upload evidence here. This could be in relation to your personal situation (e.g. copy of visa) or in relation to your course (e.g. copy of qualifications, course work, reference). All items uploaded must be under 10mb and will be subject to our Privacy Policy. You can upload the following file types: Word documents, Excel spreadsheets and images (.DOC; .DOCX; .XLS; .XLSX; .PDF; .TXT; .JPG; .GIF; .BMP; .TIFF; .PPT; .RTF; .PNG; .FPX; .PCD).'. There is a dropdown for 'Evidence Type', a 'Choose Files' button, and an 'UPLOAD' button.

1.8 My Communications

In the **My Communications** tab, you can see all the messages that have been sent to you from the system.

By default, the most recent message should appear at the top of the table; however, you can also press the filter arrow on the Date/Time column to make the oldest message appear at the top.

The screenshot shows the 'Inbox' page. On the left is a sidebar menu with options: Homepage, My Details, My Applications, My Offers, My Enrolments, My Results, My Documents, My Communications (highlighted), Start A New Application, and Student Handbooks. The main content area has a header 'Inbox' and a 'Support' button. Below the header is a section titled 'Messages (300)'. There is a 'Filter:' dropdown. Below the filter is a table with columns: Date/ Time, Type, From, To, and Subject. The table contains 10 rows of messages, all from 'webadmin'. The messages are sorted by date/time, with the most recent at the top. The subjects include 'Course Selections', 'Enrolment Accepted', and 'Course Selections'. Below the table are navigation arrows. At the bottom of the page is a section titled 'Absence Reports (0)'.

1.9 Start A New Application

You may be in the last year of your programme and be contemplating further study at Laidlaw College. If you would like to apply for further study, you can do so in the **Start A New Application** tab on the sidebar menu.

The screenshot shows the 'Online Enrolment: Programme Selection' page. On the left is a dark blue sidebar menu with the Laidlaw College logo at the top. The menu items are: Homepage, My Details, My Applications, My Offers, My Enrolments, My Results, My Documents, My Communications, Start A New Application (highlighted with a white arrow), and Student Handbooks. The main content area has a green header bar with icons for document, list, user, group, graduation cap, cloud, checkmark, and thumbs up. Below the header, the title 'Select Programme' is followed by instructions: 'Select one of our Programmes from the list below and then click "Next" to see available study locations.' and a note: 'Note: Some programmes have a small number of courses available in the Summer Semester (SS)'. A red asterisk and the text '* Select Programme' are above a red-bordered dropdown menu. A tooltip points to the dropdown with the text 'Select Programme - A value is required'. A dark blue 'NEXT' button is in the bottom right corner. A 'Support' button with a user icon is in the top right corner.

You can find out more about this process in [2.2 Applying for a new programme](#)

1.10 Student Handbooks

Clicking on **Student Handbooks** will take you to the section of the Laidlaw College website where you can download the student handbook for the current academic year.

2. Programme Selection

2.1 Continuing a programme you have enrolled in previously

(Please see [2.2 Applying for a new programme](#) if you want to apply for a new programme of study)

If you were enrolled in a programme in a previous year and are yet to complete the qualification, that programme will appear in the “Available Programmes” section on the **Homepage**.

You will need to use this section to indicate your intention to study each year until you complete the qualification.

The screenshot shows the Laidlaw College homepage. On the left is a dark blue sidebar with navigation links: Homepage, My Details, My Applications, My Offers, My Enrolments, My Results, My Documents, My Communications, Start A New Application, and Student Handbooks. The main content area has a 'Home' header and a 'Welcome!' message. Below this are sections for 'Application Progress', 'Next Steps', and 'Available Programmes (1)'. The 'Available Programmes (1)' section contains a table with the following data:

Programme	Start Date	Location	Weeks	
Bachelor of Theology	20/02/2023	Henderson Campus	39	ENROL

Below the table, it says 'Showing 1 to 1 of 1 records' and there are navigation arrows.

The available location for the programme is the primary location you were enrolled in previously.

To indicate your intention to study in the next academic year, click on the **Enrol** button next to the available programme.

This is a close-up of the 'Available Programmes (1)' section. It shows the same table as the previous screenshot, but the 'ENROL' button next to the 'Bachelor of Theology' row is highlighted with a red circle.

A confirmation message will appear.

The screenshot shows a confirmation message box. It has a blue checkmark icon on the left, the word 'Success' in the center, and a close button (X) on the right. The message text says 'You have added Bachelor of Theology to your basket'. At the bottom right is a 'CLOSE' button.

Click **Close**.

You may have been enrolled in more than one programme in the previous year. The Basket screen gives you the opportunity to use the **Back** button and add a second programme. If there is only one available programme then all you need to do is click the **Next** button.

Basket

If you would like to add another programme from the available programmes list on the homepage, please use the back button below. Should you remove all entries from the basket, you will be presented with a blank page and you will need to use the homepage link on the left hand menu to return to the homepage.

Course	Start Date	Location	Weeks	
Bachelor of Theology	20/02/2023	Henderson Campus	39	REMOVE

Showing 1 to 1 of 1 records

BACK NEXT

As this is a programme re-enrolment, you have the opportunity to update some personal details.

Enrolment Form - Personal Details

Personal Details Data Protection Confirm

You are enrolling on:
Bachelor of Theology - starting on 20/02/2023 at Henderson Campus

Personal Details

Please review the details below and update where necessary.

Title (MRS) Mrs	* First/Given Name [REDACTED]	
* Family Name [REDACTED]	* Date of Birth [REDACTED]	
Gender (F) Female	Preferred Name [REDACTED]	
Residential Status (C) NZ Citizen	Nationality (NZL) New Zealand	
* Email Address [REDACTED]	* Mobile [REDACTED]	
Emergency Contact [REDACTED]	Emergency Number [REDACTED]	
* Do you live with the effects of injury, long-term illness or impairment? [REDACTED]		
With what Type of Disability do you live? [REDACTED]	With what Type of Disability do you live? [REDACTED]	With what Type of Disability do you live? [REDACTED]

When you are ready, click **Continue**.

The Consents for the enrolment will appear. Please make sure you read the terms and conditions of your enrolment and agree to them before continuing to the next page.

Enrolment Form - Data Protection

Personal Details Data Protection Confirm Courses

You are enrolling on:
Bachelor of Theology - starting on 20/02/2023 at Henderson Campus

Please read the consents below and tick the ones you are happy to agree to. Please note that any agreements marked with * are required if you want to study with us.

Consents

All the information supplied here is accurate and correct to the best of my knowledge ☒ * I Agree

My information may be shared with appropriate external agencies, such as StudyLink, as part of delivering my education ☒ * I Agree

CONTINUE

Please **Confirm** your programme enrolment.

Enrolment Form - Confirm

Personal Details Data Protection Confirm Courses

You are enrolling on:
Bachelor of Theology - starting on 20/02/2023 at Henderson Campus

Please click **Confirm** below to move to Course Selection.

CONFIRM

You can move on to choosing your courses for the year straightaway or you may want to consult with your Programme Advisor and complete your course selection later.

Enrolment Form - Course Selection

Personal Details Data Protection Confirm Courses

No more than 60 credits may be taken per semester. For Summer Semester, we recommend no more than 30 credits.
Please click on **Manage Enrolment** to select your course(s).
If you wish to discuss this, [please make a booking with your programme advisor](#).

Programme	Start Date	End Date	Enrolment Status	Location
Bachelor of Theology	20/02/2023	17/11/2023	Ready for Course Selection	Henderson Campus

Showing 1 to 1 of 1 records

SELECT COURSES

You can find out more about the course selection process in [3. Course Selection](#).

2.2 Applying for a new programme

If you have been enrolled previously at Laidlaw College and want to apply to study in a new programme, click on **Start A New Application** in the blue sidebar menu.

Use the drop-down menu to select the programme you are interested in and click **Next**.

In the example below, the student has decided to apply for the Masters in Theology – 180 credits.

The screenshot shows the 'Online Enrolment: Programme Selection' page. On the left is a dark blue sidebar menu with the Laidlaw College logo at the top. The menu items are: Homepage, My Details, My Applications, My Offers, My Enrolments, My Results, My Documents, My Communications, Start A New Application (highlighted with a white arrow), and Student Handbooks. The main content area has a green header bar with icons for document, list, user, group, graduation cap, cloud, mail, and thumbs up. Below the header, the title 'Select Programme' is followed by instructions: 'Select one of our Programmes from the list below and then click "Next" to see available study locations. Note: Some programmes have a small number of courses available for Summer Semester (SS).' A dropdown menu labeled '* Select Programme' shows 'Master of Theology - 180 credits'. A 'NEXT' button is in the bottom right corner. A 'Support' button with a user icon is in the top right corner.

Select your preferred study location.

The screenshot shows the 'Select Study Location' page. The sidebar menu is identical to the previous page, with 'Start A New Application' highlighted. The main content area has a green header bar with the same icons. The title 'Select Study Location' is followed by instructions: 'Select your preferred Study Location from the list below and then click "Next" to see available start dates and start your application.' A dropdown menu labeled '* Select Location' shows 'Distance Learning'. 'BACK' and 'NEXT' buttons are in the bottom right corner. The 'Support' button and user icon remain in the top right corner.

Select your preferred start date from the available options in the table and click **Next**.

(NOTE: Applications may not be open for your preferred start date yet. Please keep an eye on our website and social media to see when applications open.)

Online Enrolment: Programme Selection

[Support](#)

[Homepage](#)
[My Details](#)
[My Applications](#)
[My Offers](#)
[My Enrolments](#)
[My Results](#)
[My Documents](#)
[My Communications](#)
[Start A New Application](#)
[Student Handbooks](#)

Select Programme

Select one of the available start dates for your Programme.

Programme	
Master of Theology - 180 credits 2023FY (20/02/2023)	SELECT

[BACK](#)

An information page will appear with the option to **Continue** or go **Back**.

Start

[Support](#)

[Homepage](#)
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[My Offers](#)
[My Enrolments](#)
[My Results](#)
[My Documents](#)
[My Communications](#)
[Start A New Application](#)
[Student Handbooks](#)

Hi [User Name]

We're really excited that you've decided to join us!

Throughout the application process, we're here to help so if there's anything we can assist with, please get in touch:

- Call us on 0800 999 777 or 09 836 7800
- Call us on +64 9 836 7801 (International)
- Email us on admissions@laidlaw.ac.nz

Let's get started with a few important things you can expect during your online application.

Important things you need to know

Easy to use Progress Bar

The online application process is quick and simple. As you move through each stage, you'll be given explanations and directions, and can track your progress with our easy-to-use progress bar, which looks like this:

Mandatory fields

The * symbol indicates the fields that must be completed in order to submit your application. Remember, if you require any help, just get in touch.

45-minute time-out

The application system will time-out after 45 minutes. Don't worry – just log back in and pick up your application where you left off.

WHAT NOW?

Just below this message you can see the details of the programme you're applying for.

When you're ready, click CONTINUE at the bottom right of the page. You'll get a pop-up message to say your application has been successfully opened in our system and is ready for you to start entering your details. Just click to close the pop-up message and the journey begins.

Thanks for your interest in studying with us – we look forward to receiving your application.

You are applying for:

Programme Code	Description	Start Date	Study Location
MTH_180 2023FY	Master of Theology - 180 credits	20/02/2023	Distance Learning

[BACK](#)
[CONTINUE](#)

The system will continue to progress you through the application form. You will be able to see which stage of the application you are in by looking at the green progress bar at the top of the page. Some information in the application will be prepopulated from your prior enrolment. The stages after the initial Start page are:

- **Details**
- **Contact** – please make sure your contact details and emergency contact details are correct.
- **Information** – this is where you can update our recorded information about your ethnicity, iwi affiliations, and learning needs. You will also need to declare any prior convictions and enter two referees we can contact to ascertain your suitability for the programme you are applying to.
- **Education** – check your educational background details are up to date (e.g. you may have completed additional study since your last enrolment).
- **Documents** – please upload the required documents for your application (e.g. transcript of prior study, passport, etc.)
- **Declaration** – please complete the enrolment declarations
- **Finish**

Once you have reached the Finish page on the green progress bar, click **Submit Application**. Your application will go to our Admissions team to review and the status of your application will now show on the **Homepage** under in the “Application Progress” section.

3. Course Selection

You can navigate to the Course Selection page in three ways:

1. You can complete your course selection immediately after your programme selection, using the **Select Courses** link at the end of the enrolment form.
2. You can go to the “Next Steps” section of the **Homepage** and follow the link.
3. You can go to “My Enrolments” and click **Manage Enrolment** next to the relevant programme.


Once you have landed on the Course Selection page, you should be able to see a summary of the enrolment details for the programme at the top: the programme name, programme code, and study location.

All your Course Options will appear in a table format with the following headings: Course Name, Course Code, Study Location, Level, Status, Start Date, End Date, Mandatory, Selected.

Each heading has a small arrow next to it, which you can click to filter A-Z, smallest-largest, earliest-latest and vice versa.

To filter further, there is also a filter box in the top right-hand corner.

- For example, you may want to see all the Level 5 courses available for the programme. One way to pull these to the top of the table would be to filter for “515”, which is the last three digits of the Level 5 course codes.



Course Selection

Support

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Enrolment Details

Programme	Programme Code	Study Location
Bachelor of Theology	BTH 2023FY	Henderson Campus

Course Options

Filter: 515

Course Name	Course Code	Study Location	Level	Status	Start Date	End Date	Mandatory	Selected
Greek 1	108.515 2023 Semester 1 2	Henderson Campus	5		20/02/2023	23/06/2023	N	<input type="checkbox"/>
Greek 2	109.515 2023 Semester 2 2	Henderson Campus	5		17/07/2023	17/11/2023	N	<input type="checkbox"/>
Reading the Bible	115.515 2023 Semester 1 4	Henderson Campus	5		20/02/2023	23/06/2023	N	<input checked="" type="checkbox"/>
Reading the Old Testament	120.515 2023 Semester 2 3	Henderson Campus	5		17/07/2023	17/11/2023	N	<input type="checkbox"/>
Reading the New Testament	140.515 2023 Semester 1 3	Henderson Campus	5		20/02/2023	23/06/2023	N	<input checked="" type="checkbox"/>
Engaging Theology	201.515 2023 Semester 2 4	Henderson Campus	5		17/07/2023	17/11/2023	N	<input checked="" type="checkbox"/>
Pasifika Theology	217.515 2023 Semester 2	Henderson Campus	5		17/07/2023	17/11/2023	N	<input type="checkbox"/>
Christian History: Our Story	308.515 2023 Semester 2 2	Henderson Campus	5		17/07/2023	17/11/2023	N	<input type="checkbox"/>
Ngā Hunga Hohourongo (The Gospel Peacemakers)	312.515 2023 Semester 2	Henderson Campus	5		17/07/2023	17/11/2023	N	<input checked="" type="checkbox"/>
A History of Pacific Christianity	313.515 2023 Semester 2	Henderson Campus	5		17/07/2023	17/11/2023	N	<input checked="" type="checkbox"/>
Formation	401.515 2023 Semester 2 3	Henderson Campus	5		17/07/2023	17/11/2023	N	<input checked="" type="checkbox"/>

To select a course, click on the box next to the course in the Selected column. It should now have a blue and white tick box next to it. In the example above, the student has selected *115.515 Reading the Bible*, *140.515 Reading the New Testament*, *201.515 Engaging Theology*, *312.515 Nga Hunga Hohourongo (The Gospel Peacemakers)*, and *313.515 A History of Pacific Christianity*.

You will not be able to select any courses that you have already passed. These will have a light grey selection box next to them.

Once you have selected all your courses, click **Confirm** at the bottom of the screen.

The following screen will appear, asking you to confirm your selection. You can either click **Back** to make changes or click **Confirm Selection**.

The screenshot shows the Laidlaw College website interface. On the left is a dark blue sidebar menu with the following items: Homepage, My Details, My Applications, My Offers, My Enrolments, My Results, My Documents, My Communications, Start A New Application, and Student Handbooks. The main content area is titled "Course Selection" and features a "Support" button in the top right corner. Below the title is a section labeled "Enrolment Details" containing a table with the following information:

Programme	Programme Code	Study Location
Bachelor of Theology	BTH 2023FY	Henderson Campus

Below the table, a message reads: "Thank you for selecting your Courses. You can still go back and make further changes now, or, if you are happy with your selection, click the Confirm Selection button below." At the bottom right of the main content area are two buttons: "BACK" and "CONFIRM SELECTION".

Once you have confirmed you are happy with your selection, it will be sent automatically to your programme advisor to confirm. They may confirm your course enrolments straightaway, or they may be in contact with you if something is not quite right (e.g. wrong campus or level selected, or pre-requisite not met).

Your courses should now also appear under your programme enrolment in the **My Enrolments** tab. Once your courses are confirmed by your programme advisor, the enrolment status will change to "Course Selection Confirmed" and you will receive an enrolment contract via email.

4. Returning Enrolment Documents (Contracts, Forms)

When you are ready to return your enrolment contract and Public Trust Student Acknowledgement Form, you can do so by uploading them to the **My Documents** tab.

Laidlaw College **Your Documents** **Support**

Homepage
My Details
My Applications
My Offers
My Enrolments
My Results
My Documents
My Communications
Start A New Application
Student Handbooks

Export: Filter:

Date Added	Reference	Attachment	Document Type
No entries found			

Showing 0 to 0 of 0 entries

Upload Evidence

You can upload evidence here. This could be in relation to your personal situation (e.g. copy of visa) or in relation to your course (e.g. copy of qualifications, course work, reference).

All items uploaded must be under 10mb and will be subject to our Privacy Policy. You can upload the following file types:
Word documents, Excel spreadsheets and images (.DOC; .DOCK; .XLS; .XLSX; .PDF; .TXT; .JPG; .GIF; .BMP; .TIFF; .PPT; .RTF; .PNG; .FPX; .PCD).

* Evidence Type

* File(s) To Upload
 No file chosen

To upload your enrolment contract, select “Enrolment Contract Signed” from the dropdown box and then click **Choose Files**. Select the correct file and click **Upload**.

Date Added	Reference	Attachment	Document Type
No entries found			

Showing 0 to 0 of 0 entries

Upload Evidence

You can upload evidence here. This could be in relation to your personal situation (e.g. copy of visa) or in relation to your course (e.g. copy of qualifications, course work, reference).

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* Evidence Type

* File(s) To Upload
 No file chosen

To upload your Public Trust Student Acknowledgement Form, select “Public Trust Form Signed” from the dropdown box and then click **Choose Files**. Select the correct file and click **Upload**.

Upload Evidence

You can upload evidence here. This could be in relation to your personal situation (e.g. copy of visa) or in relation to your course (e.g. copy of qualifications, course work, reference).

All items uploaded must be under 10mb and will be subject to our Privacy Policy. You can upload the following file types:

Word documents, Excel spreadsheets and images (.DOC; .DOCX; .XLS; .XLSX; .PDF; .TXT; .JPG; .GIF; .BMP; .TIFF; .PPT; .RTF; .PNG; .FPX; .PCD).

* Evidence Type

Public Trust Form Signed ▼

* File(s) To Upload

Choose Files No file chosen

UPLOAD

If the Admissions or Enrolments team has requested any additional documents from you, please also upload those documents with the relevant evidence type selected (e.g. “Student Agreements”, “Credit Recognition”, etc.).

5. Student Portal Support

5.1 Course Selection

If you need any support with your course selection, please contact your student advisor or email admissions@laidlaw.ac.nz

5.2 IT Support

Please contact IT Support for all IT-related issues including password resets: ithelpdesk@laidlaw.ac.nz