

A step-by-step guide to planning your first year

Congratulations on deciding on tertiary study!

You've made a wise choice about your future and now you're one step closer to joining an inclusive community. The UC community is one of curiosity, adventure, like-minds, thinkers and innovators.

People prepared to make a difference. The UC Hapori | Community has more than 120,000 alumni in 113 countries around the world. It might seem like a big step, but you needn't worry, you'll find your feet quickly. What's more we are here to help! This guide is to help you select your degree and courses for your first year of study and help you through the enrolment process.

1 Decide on your degree(s)

UC has a number of degrees to choose from. You can find more information on these on our website (canterbury.ac.nz) or in the Undergraduate Prospectus. Once you have decided on the degree or degrees you are interested in, you can then select your courses.

2 Confirm your courses

When it comes to selecting courses, we can help! Some degrees have particular requirements and some or all of your courses may be prescribed (already decided for you). Other degrees are more flexible. The course plans in the back of this guide are based on the information you provided us when we visited you. These courses have been suggested to balance your workload and to start to meet the requirements of the degree/s you intend to study. If you change your mind you can contact the Future Students Team for advice.

3 Apply to Enrol

Once you have your courses sorted, **it is important to add your course codes** online through myUC, from 1st October. **Please note that courses are not added for you.** Check out the 'Next Steps' page of this guide for information on submitting your application to enrol at UC. This needs to be done before 11 December 2023. **Your enrolment is not complete until you have completed this step.**

This is also a good time to start contacting StudyLink for Student Loans and Allowance applications. Also remember to check to see if you are eligible for Fees Free.

4 Accept the Enrolment Offer

Once your results are made available to UC and your application to enrol is successful, you will be sent an Enrolment Offer. Don't forget to check your junk mail as it occasionally ends up in there. Log into your myUC account to accept your offer and let us know how you will be paying your fees.

5 Attend Orientation

When you have accepted your enrolment offer you will be invited to attend UC Orientation.



Herea tō waka | Orientation Day

16 February 2024

Save the date! Orientation Day is the best way to find out what university life has to offer.

It takes place the Friday before semester starts and is a chance for new students to get familiar with the campus, ask questions, meet people and get sorted for day one at UC.

Orientation Day is exclusive to new students but there is also an opportunity for whānau and parents to find out more about the university with a range of special orientation events designed for them.

There are specific orientation events for International, Māori and Pacific students held prior to Orientation Day.

www.canterbury.ac.nz/orientation

Next Steps



Ready to enrol?

You can start your application to study with us at anytime, but adding your courses can only be done from the **1st October**. Applications, including adding your courses, are due by 10th December for domestic students.

As part of your application, create a myUC account at www.myuc.canterbury.ac.nz. Make sure you use a personal email address.

Follow the online prompts and complete the sections – this is all the information about you and your academic history. It's helpful to have your NSN number and your IRD number to hand! You may be asked about providing document validation to verify your identity. If so, head to www.canterbury.ac.nz/enrol/docs/ to figure out what and where to send this.

Add your qualification and your chosen courses. Once you have submitted this form, you have applied to enrol!

Applying for a student loan?

While students are eligible for Fees Free, you may still want to apply to StudyLink for student allowance or loan living costs. Getting this all approved can be a lengthy process. Make sure you apply early to ensure your payments come through on time.

Register with StudyLink at www.studylink.govt.nz or call 0800 88 99 00

Check your eligibility for fees free

Visit: www.canterbury.ac.nz/get-started/fees/fees-free or www.feesfree.govt.nz for full details.

StudyLink is a Government initiative therefore NOT created by the University of Canterbury.

What happens next?

When your results are released in January, you will receive an Enrolment Offer. To become fully enrolled at UC you need to accept the Enrolment Offer either online or by phoning the UC Contact Centre, and pay the fees detailed on the Statement of Fees.

A confirmation email will be sent to you confirming that you are enrolled and informing

you where you can get your Canterbury Card (Student ID) and how to access timetable information. Plan to arrive for Orientation day and we'll see you there!

If you miss out on UE, don't panic! There are options available to help you gain missing credits, or other pathways that you can take to gain University Entrance. Give the Future Students a call for some friendly advice.

Contact us

UC Christchurch

Future Students Office
Freephone: 0800 VARSITY (827 748)
Email: liaison@canterbury.ac.nz
www.canterbury.ac.nz/liaison

UC Auckland

Freephone: 0800 UCAUCK (822 825)
Email: auckland@canterbury.ac.nz

UC Wellington

Freephone: 0800 VARSITY (827 748)
Email: wellington@canterbury.ac.nz



Kaitoko | First Year Student Advisors

Located in Te Pātaka on Level 3 (mezzanine), Puaka-James Hight building

The Future Students team are here to support you as you transition from high school to university. Once you join us on campus next year, we have a whole team of first year advisors who provide academic, pastoral and holistic support for first year students to help you navigate UC and achieve your study goals.

Kaitoko have specialist areas of academic knowledge and can help you with your course changes, degree planning and study pathways once you have started your courses here. Every first year student will have their own dedicated Kaitoko to help with any aspect of their studies.

What do we mean when we say?

Degree

A degree is the standard qualification you study towards at university. Your first degree is called a bachelor's degree and usually takes three or four years of full time study to complete. After your first degree, you can carry on to a postgraduate or graduate qualification.

Double degrees

A double degree means working towards two degrees at the same time. Some popular options are the Bachelor of Laws with a Bachelor of Arts, Commerce or Science degree, but almost any combination is possible.

Points can be cross-credited (or shared) between your degrees, which means you can complete the two degrees in a shorter time frame. For example, you could complete a Bachelor of Laws (normally a four-year degree) together with a Bachelor of Arts (normally a three-year degree) in five and a half years.

Conjoints

Conjoint degrees are accelerated programmes for high-achieving students that gain specific marks at school. Conjoints combine two degrees in as little as four years. Popular conjoint degree options include a Bachelor of Product Design and Science, Bachelor of Commerce and Science or Bachelor of Arts and Science.

Specialisations

Specialisations are offered in the Bachelor of Arts and are larger than a typical major. They include courses from different disciplines grouped together in a related theme.

Postgraduate study

Once you have completed your degree you may choose to continue on with postgraduate study. This is study at a higher level. There is a range of study options for students to consider once they have completed a degree. Some students choose this option instead of doing a double degree.

Subjects

A subject is a particular area of study that the University offers courses in, e.g. English, French, Mathematics or Geology. You will study more than one subject in your degree.

For a general degree like Arts or Science, you need to choose several different subjects – this keeps your options open and allows you to decide which subject or subjects to continue with after your first year. The subjects do not have to be related but should meet the requirements of the degree you wish to undertake.

For specialist degrees like Engineering or Fine Arts, the subjects are often decided for you.

Courses

Courses are the building blocks of all UC qualifications. A course is the study of a particular topic within a wider subject area. A typical course may be taught using lectures, tutorials and laboratories. Most first-year courses are taught by a team of lecturers and tutors.

Courses are grouped into levels.

Students usually take only 100-level courses in their first year. Most of your second year courses will be at a 200-level and your third year courses at 300-level.

Each course is identified by a unique course code. This code is made up of a four-letter abbreviation for the subject and an identifying number, e.g. ECON104. The first digit in the number indicates the level of the course, e.g. CHEM111 is a 100-level course and CHEM242 is a 200-level course.

Points

Each course has a points value that reflects the workload for that course. When you pass a course these points count towards your degree. If you fail a course you do not get any points. You must complete a certain number of points to complete your degree. General degrees require students to gain 360 points, with certain requirements at each level. Four year professional degrees are usually 480 points, with certain requirements at each level.

Prerequisite

A prerequisite is a course or courses that you must pass before you can do another more advanced course.

You should check that you are taking the right courses at 100-level to meet the prerequisites for your second and third years – this way you can progress smoothly through your degree.

Major

Your major is the subject you plan to study in-depth or specialise in. You will study this subject throughout your degree and complete a required number of 300-level courses. A double major is when you complete these requirements for two different subjects within the same degree.

Minor

A minor is a second subject that you study in some depth, usually for more than one year. You can include any general subject that is available as a minor in any other general degree.

Semester

At UC, the year is divided into two semesters – February to June, and July to November.

The majority of first year courses run for one semester. It is important to make sure you balance your workload so you are not doing too many courses in a single semester. Some courses are offered in both semester one and semester two.

Assessments

Each course will have a number of assessments such as assignments, essays, reports, tests and exams, which all count towards your final grade. This grade will determine whether you pass or fail the course. When you pass a course you will gain points which count towards your degree.

Workload

The points value of each course reflects the workload – the average amount of time, both face-to-face (lectures, etc.) and on your own, that you should spend studying. One point equals ten hours study, so a 15-point course will require approximately 150 hours of study. This equates to about ten hours per week.

You should aim to enrol for around 120 points in any year, half in semester one and half in semester two. For a typical full-time first year student this will mean seven or eight courses in three or four different subjects.



Frequently Asked Questions

How do I check out my courses?

For the latest updates and information on your courses you should go to the UC Courses Page (www.canterbury.ac.nz/courses). On this page you will be able to search by Course Code and by subject.

How do I get textbooks?

You can purchase textbooks from the University Bookshop on campus in your first week of each semester. You can also purchase them from Trade Me and many are advertised on noticeboards around the campus, however it is important you purchase the specified edition of any textbook. The library also holds copies of all course textbooks. Some lecturers don't release text book requirements until semester starts – so no need to worry if this happens!

Where do I get my timetable?

Students will be able to access their timetable once they are fully enrolled through My Timetable.

I am studying a course that has different lecture times. I want to change to another time. How can I do this?

Some courses may have multiple lecture, lab and tutorial times for you to choose from. You can make changes through My Timetable.

How do I change my courses?

You can either do this yourself through myUC. Or, if you prefer, you can phone 0800 VARSITY and the team will help you.

What do I do if I have a timetable clash?

In most cases there are multiple streams in a week for each lecture. We recommend you select your tutorial times early to avoid clashes where possible. However sometimes clashes can't be helped. Check with Kaitoko | The First Year Student Advisors to see if your lectures will be recorded so you can watch them later and for further advice around managing clashes.

What happens on my first day?

Your lectures will start! Make sure you have checked out your timetable and know where your lectures are being held. The first lecture for each course is where you'll find out lots of useful information. You may not have lectures every day of the week.

How do I validate my documents?

Some students (not all) need to validate their identity and/or citizenship or residency. This can be done by either

- Justice of the Peace (JP);
 - on campus; or
 - in the Wellington or Auckland offices
- and then sent to document-validation@canterbury.ac.nz

You will need to complete this before you accept your enrolment offer – the sooner the better!

Course Plan

Name _____

School _____

Qualification/s _____

Courses:

| | | | | | | | | |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | | | | | | | | |
| Semester | Semester | Semester | Semester | Semester | Semester | Semester | Semester | Semester |

Comments

Alternative plan (optional)

Qualification/s _____

Courses:

| | | | | | | | | |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | | | | | | | | |
| Semester | Semester | Semester | Semester | Semester | Semester | Semester | Semester | Semester |

Enrolment checklist

Have you:

- ☐ Created a MyUC account? (can be done anytime)
- ☐ Added the above courses into your MyUC account? (from 1st October)
- ☐ Accepted the declaration in your MyUC account?
- ☐ Clicked the 'submit' button?
- ☐ Validated your documents if required?
- ☐ Fully accepted your enrolment offer? (after your results are released in January)

UC Course Planning

So we can support your transition to UC please fill out this form. We will communicate with you throughout the enrolment period.

Your details

Given name _____ Surname _____

Mobile number _____

Email address (please use your personal email address) _____

Secondary School _____

Are you applying for accommodation? ☐ No ☐ Yes

Are you considering taking a gap year next year? ☐ No ☐ Yes

☐ Māori ☐ Pasifika ☐ International ☐ None of these apply

Your study plan

Degree plan/s we are planning today _____

Courses:

| | | | | | | | | |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | | | | | | | | |
| Semester | Semester | Semester | Semester | Semester | Semester | Semester | Semester | Semester |

Clubs at UC

UCSA has over 160 student clubs covering 8 categories. Joining a club is a great way to meet new people, get academic support, find like-minded folk, play a sport, as well as get involved in all sorts of activities on and off campus. They are a great way of making the most of your UC experience.

I am interested in finding out more about clubs in the following areas: (please tick)

- | | |
|---|---|
| <input type="checkbox"/> Arts (Performing Arts) | <input type="checkbox"/> Faculty (based on your studies) |
| <input type="checkbox"/> Social (hobbies & interests) | <input type="checkbox"/> Political |
| <input type="checkbox"/> Religious | <input type="checkbox"/> Sustainability |
| <input type="checkbox"/> Sports | <input type="checkbox"/> International (culture, language and travel) |

Connect with UC before Orientation

Want someone to help you settle into university life and find your way around? Student mentors volunteer their time during your first semester – offering general study tips, suggestions for great places to eat and guidance on where to go for support.

Student Mentoring – please tick if you would like a mentor

- ☐ General student mentor
For any international or domestic student
- ☐ Māori Leadership Programme
You will be paired with a Māori Tuākana/mentor based on traditional Māori culture
- ☐ Pacific Mentoring Programme
You will be matched with a Pacific student peer

Connect with UniLife

UniLife is a programme run by students for 1st year students who do not live in a Hall of Residence. The programme is designed to optimise your success by facing common challenges together and sharing strategies to combat common issues.

I am interested in finding out more information about UniLife. ☐ Yes

Connect with your new community

Each year, hundreds of first year students get involved in UC Student Volunteer Army's Big Give. This is a community project held on one Saturday in the first month of term – you'll get to meet heaps of other students, enjoy free food and music and do good in the community.

I am interested in finding out more information about the Student Volunteer Army's Big Give. ☐ Yes

Please return your completed form to your Future Student Advisor

