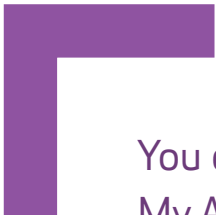


AUT


# MY AUT ENROLMENTS USER GUIDE





You can access your enrolments experience through My AUT – your personalised space for enrolment and personal information, making bookings, seeing the latest news and events, and connecting with your AUT community.

Simply navigate to 'My account' and then 'My enrolments' on My AUT or the main menu in the AUT App to explore this experience. We recommend using a desktop device to select and enrol in your courses as you will be navigating My AUT and other AUT platforms for course selection.



# YOUR MY ENROLMENTS SCREEN OVERVIEW

## 1. Select courses

You can find information about which courses you need to complete for your programme and area of study on [our website](#). This includes links to our course search tool and course descriptors that provide an overview of the course topic, assessments and points towards your qualification.

## 2. Add courses

Enrol in courses that are compulsory for your programme or in elective courses that match your interests. Depending on the programme you're studying you'll either select individual courses or a block of courses. Keep scrolling for a step-by-step user guide to walk you through this process.

## 3. Choose class times

Many courses offer different class times that you can choose from to fit in your schedule. If you notice a clash in your timetable, you can look to see if there are classes offered at different times for that course.

## 4. Current and past enrolments

These are courses you're currently studying or have selected for upcoming semesters, and courses you have completed. If you want to review the details of what your courses cover, click on the course.

## 5. Make changes to your courses or classes

You can change your courses and classes yourself in My AUT until you have been invoiced for them. Once you have been invoiced for your course, you will need to submit change requests through the Course and Programme Amendment Form.

## 6. Make changes to your programme

If you want to change the programme you are studying, or the subject, we recommend talking to your faculty before you make any changes.

## 7. Enrolment enquiries

If you have questions about which courses you should take, or the process of enrolling, you can reach out to your faculty for help – simply click on the enrolments enquiry button on the screen.

### Quick links:

[My AUT >](#)[My enrolments >](#)[Course information >](#)[Faculty contacts >](#)

# YOUR GUIDE TO ENROLMENT ADD COURSES

Click on the green 'Add courses' button on the My Enrolments screen

MY  
AUT

Taku Pūkete  
My Account

Whakaritea he tāpuitanga  
Make a booking

Ngā mapi me te hāereere  
Maps and travel

Ngā mahi me te hapori  
Jobs and community

AUT

Course enrolments are now open for next semester **ENROL NOW**

Home > My Account > My Enrolments > Manual

## My Enrolments

Show Admin Tools \*

Enrol in courses for your programme, or review your current or past enrolments to keep track of your academic journey. Get started by clicking the 'Add courses' button and follow the prompts.

Need help with selecting courses and enrolling? [Click here](#)

Current Enrolments | Past Enrolments

Bachelor of Business

Major: Economics | First Minor: Business Law | Second Minor: Accounting **CHANGE MAJOR/MINOR**

PERIOD	CLASS	COURSE	STATUS	STARTS	LOCATION
S2, 2023	BUS5505/54	Consumer and Organisational Behaviour	Paid	17/Jul/2023	City
S2, 2023	BUS5507/55	Financial Decision Making and Information Systems	Paid	17/Jul/2023	City
S2, 2023	BUS5508/55	Economics and International Business	Paid	17/Jul/2023	City
S2, 2023	BUS5509/56	Ethics, Responsibility and Sustainability	Paid	17/Jul/2023	City
S1, 2024	ACCT502/W101	Accounting Essentials	Unchecked	26/Feb/2024	City
S1, 2024	BSY5501/W103	Business Information Systems	Unchecked	26/Feb/2024	City

Weekly Timetable

25 September - 01 October

● Enrolled ● Unsubmitted

Mon 25

Tue 26

Wed 27

Thu 28

Fri 29

Sat 30

7:00					
8:00	BUS5507/55 Financial Decision Making and Information Systems				
9:00					
10:00		BUS5508/55 Economics and International Business	BUS5509/56 Ethics, Responsibility and Sustainability	BUS5507/55 Financial Decision Making and Information Systems	
11:00					
12:00					
13:00	BUS5508/55 Economics and International Business		BUS5505/54 Consumer and Organisational Behaviour		
14:00					
15:00		BUS5505/54 Consumer and Organisational Behaviour			
16:00					
17:00					
18:00					

**ADD COURSES** +

**BLOCK COURSE ENROLMENT** +

**OTHER COURSE ENROLMENT** +

**Block course enrolment or Other course enrolment?**

To understand the difference between these two enrolment options, refer to page 9 of this guide.

# SELECT THE TEACHING PERIOD

Select when you're planning to study the courses you're enrolling in

The teaching period is the specific timeframe in which a course is taught and assessed. This is normally a semester but some programmes use trimesters, terms or Summer School.

MY  
AUT

Taku Pūkete  
My Account

Whakaritea he tāpuitanga  
Make a booking

Ngā māpi me te hāere  
Maps and travel

Course enrolments are now open for next semester [ENROL NOW](#)

Home > My Account > My Enrolments > Manual

## My Enrolments

Show Admin Tools \*

Enrol in courses for your programme, or review your current or past enrolments to keep track of your academic progress. Follow the prompts.

Need help with selecting courses and enrolling? [Click here](#)

Current Enrolments | Past Enrolments

Bachelor of Business

Major: Economics | First Minor: Business Law | Second Minor: Accounting [CHANGE MAJOR/MINOR](#)

PERIOD	CLASS	COURSE	STATUS
S2, 2023	BUS5505/54	Consumer and Organisational Behaviour	Paid
S2, 2023	BUS5507/55	Financial Decision Making and Information Systems	Paid
S2, 2023	BUS5508/55	Economics and International Business	Paid
S2, 2023	BUS5509/56	Ethics, Responsibility and Sustainability	Paid
S1, 2024	ACCT502/W101	Accounting Essentials	Unch
S1, 2024	BSY5501/W103	Business Information Systems	Unch

### Weekly Timetable

Enrolled

Unsubmitted

Mon 25

Tue 26

Wed 27

Thu 28

7:00				
8:00	BUS5507/55 Financial Decision Making and Information Systems			
9:00				
10:00		BUS5508/55 Economics and International Business	BUS5509/56 Ethics, Responsibility and Sustainability	BUS5507/55 Financial Decision Making and Information Systems
11:00				
12:00				
13:00	BUS5508/55 Economics and International Business		BUS5505/54 Consumer and Organisational Behaviour	
14:00				
15:00		BUS5505/54 Consumer and Organisational Behaviour		
16:00				
17:00				
18:00				

ADD NEW COURSES

✓ Programme: **Bachelor of Business**

STEP 02

Select teaching period

☐ Semester 2 - 2023 (Jul 2023 - Nov 2023)

☐ Other Summer School - 2023 (Oct 2023 - Feb 2024)

☐ Semester 1 - 2024 (Feb 2024 - Jun 2024)

☐ Semester 2 - 2024 (Jul 2024 - Nov 2024)

☐ Full Year - 2024 (Feb 2024 - Nov 2024)

☐ Jan/Mar Summer School - 2024 (Jan 2024 - Mar 2024)

STEP 03

Select course type

STEP 04

Select your courses and classes

# SELECT COURSE TYPE

Now choose what type of course you want to enrol in  
Select either: 'Compulsory/Major/Specialisation' or 'Elective'

Compulsory courses are the courses you need to take for your programme, while electives are courses of your interest you can choose from as part of your studies. Once you've chosen the type of courses you want to enrol in, you'll see a list of courses available to you.

The screenshot displays the 'My AUT' online enrolment system. The main page, titled 'My Enrolments', shows the user's current enrolments for a Bachelor of Business program. A modal window titled 'ADD NEW COURSES' is open, showing the 'STEP 03' section where the user can select a course type. The modal also shows the 'STEP 04' section for selecting courses and classes.

**My Enrolments**

Enrol in courses for your programme, or review your current or past enrolments to keep track of your academic progress. Follow the prompts.

Need help with selecting courses and enrolling? [Click here](#)

**Current Enrolments** | Past Enrolments

**Bachelor of Business**  
Major: Economics | First Minor: Business Law | Second Minor: Accounting

PERIOD	CLASS	COURSE	STAT
S2, 2023	BUS5505/54	Consumer and Organisational Behaviour	Paid
S2, 2023	BUS5507/55	Financial Decision Making and Information Systems	Paid
S2, 2023	BUS5508/55	Economics and International Business	Paid
S2, 2023	BUS5509/56	Ethics, Responsibility and Sustainability	Paid
S1, 2024	ACCT502/W101	Accounting Essentials	Unchecked
S1, 2024	BSY5501/W103	Business Information Systems	Unchecked

**Weekly Timetable** 25 September - 01 October

● Enrolled ● Unsubmitted

	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
13:00						
14:00						
15:00						
16:00						
17:00						

**ADD NEW COURSES**

✓ Programme: **Bachelor of Business**

✓ Teaching period: **Semester 1 - 2024**

**STEP 03**

**Select course type**

☐ Compulsory / Major / Specialisation ←

☐ Elective

**STEP 04**

**Select your courses and classes**

# CHOOSE A COURSE AND CLASS

When you've selected a course you're interested in, you'll then need to decide when and where you want to study it by choosing a class

Each class has its own schedule and location, and you can see (in percentages) how full the class currently is. Once you've picked a class, the weekly timetable you can see will update in real time, giving you a visual overview of your study week. Once you're done, you can add another course or select 'Finish adding'.

The screenshot displays the AUT online enrolment interface. On the left, a sidebar shows the user's account and enrolment progress. The main area features a 'Weekly Timetable' for the period 26 February to 03 March 2024. The timetable is a grid with days of the week as columns and time slots as rows. A green box highlights a specific class selection: FINA501/W104 - Introduction to Finance, scheduled for Wednesday, 28 February, from 9:00 to 10:00. A green arrow points from the text 'When you've selected a course you're interested in, you'll then need to decide when and where you want to study it by choosing a class' to this highlighted class. Overlaid on the timetable is a modal titled '26 Feb - 21 Jun' which lists several classes for selection. The modal includes a 'SWAP CLASS' button, a 'CLASH' button, and a 'REMOVE CLASS' button. A green box highlights the 'SWAP CLASS' button, and a green arrow points from the text 'When you've selected a course you're interested in, you'll then need to decide when and where you want to study it by choosing a class' to this button. The modal also displays a progress bar indicating that the selected class is 35% full.

**ADD NEW COURSES**

- ✓ Programme: Bachelor of Business
- ✓ Teaching period: Semester 1 - 2024
- ✓ Course type: Elective
- ✓ Elective subject: (All Subjects)

**STEP 05**

Select your courses and classes

Level: [v] Search courses...

Location: [v]

☐ BSY501 - Business Information Systems

☒ FINA501 - Introduction to Finance

**Weekly Timetable** 26 February - 03 March 2024

● Enrolled ● Unsubmitted ● Current selection

Mon 26 Tue 27 Wed 28 Thu 29 Fri 1 Sat 2 Sun 3

1:00

2:00

3:00

4:00

7:00

8:00

9:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

21:00

22:00

**26 Feb - 21 Jun**

**SWAP CLASS** FINA501/W101 - City  
WED: 9:00 to 10:00  
FRI: 13:00 to 14:00

**This class is 35% full**

**CLASH** FINA501/W103 - City  
MON: 14:00 to 15:00  
TUE: 17:00 to 18:00

**REMOVE CLASS** FINA501/W104 - City  
THU: 15:00 to 16:00  
FRI: 12:00 to 13:00

BSY501/W103 Business Information Systems

FINA501/W104 Introduction to Finance

ACCTS02/W101 Accounting Essentials

ACCTS02/W101 Accounting Essentials

FINA501/W104 Introduction to Finance

# CHOOSE A COURSE AND CLASS *(continued)*

If you want to review the details of what your courses will cover, click on the course in the 'Current enrolments' section of the My Enrolments screen

You can find information about which courses you need to complete for your programme and area of study on [our website](#). This includes links to our course search tool and course descriptors that provide an overview of the course topic, assessments and points towards your qualification.

The screenshot shows the 'My Enrolments' screen for a Bachelor of Business student. The 'Current Enrolments' tab is active, displaying a table of enrolments. A green arrow points to the 'Consumer and Organisational Behaviour' course. A pop-up window shows the course details and a weekly timetable.

PERIOD	CLASS	COURSE	STATUS	STARTS	LOCATION	LEVEL	STREAM	POINTS
S2, 2023	BUS505	Consumer and Organisational Behaviour	Paid	17/jul/2023	City	5	A	15
S2, 2023	BUS508	Economics and International Business	Paid	17/jul/2023	City	5	A	15
S2, 2023	BUS509	Ethics, Responsibility and Sustainability	Paid	17/jul/2023	City	5	A	15
S1, 2024	ACCT502/W101	Accounting Essentials	Paid	17/jul/2023	City	5	A	15
S1, 2024	BSY501/W103	Business Information Systems	Paid	17/jul/2023	City	5	A	15
S1, 2024	FINA501/W104	Introduction to Finance	Paid	17/jul/2023	City	5	A	15

**Consumer and Organisational Behaviour**

PERIOD: S2, COURSE CODE: BUS505, STARTS: 17/jul/2023, LOCATION: City, LEVEL: 5, STREAM: A, POINTS: 15

An introduction to human behaviour in organisational settings; examining organisational experiences of workers both as individuals and within groups, as well as an exploration of consumer behaviour and decision-making processes.

[View full Course Descriptor](#)

**Weekly Timetable**

Enrolled: ● Unsubmitted: ●

Mon 25 Tue 26 Sat 30 Sun 1

7:00

8:00

9:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00



# BLOCK COURSE ENROLMENTS

If you're studying a programme where your faculty recommends blocks of classes that work well together in your timetable, you will see two options when you click on 'Add courses'. One for 'Block course enrolment' and one for 'Other course enrolments' to add courses and classes that are not part of a block of courses.

When you select 'Block course enrolment' and have selected the teaching period, follow these steps:

## 1. Select subject and stage

Pick the subject you're currently studying and the stage you are at. The stage refers to how far through your qualification you are, for example the second semester of your studies in this programme.

The screenshot shows the 'ADD NEW COURSES' form with a close button (X) in the top right. It has two green bars at the top: 'Programme: Bachelor of Business' and 'Teaching period: Semester 1 - 2024', each with an edit icon. Below is a green bar labeled 'STEP 03'. The main section is titled 'Select subject' and contains a search box 'Search subjects...'. Below the search box is a list of subjects with radio buttons: (All Subjects), Accounting, Marketing, Finance, Human Resource Management & Employment Relations, Economics, Sustainable Enterprise, Business Management, Entrepreneurship and Innovation, Information Systems, International Business and Strategy, Supply Chain Management, and Management and Leadership. At the bottom is a green bar labeled 'STEP 04' with the title 'Select stage'. Below this is a list of stages with radio buttons: (All Stages), Year 1 - First Semester, Year 1 - Second Semester, Year 2 - First Semester, Year 2 - Second Semester, Year 3 - First Semester, and Year 3 - Second Semester.

## 2. Select a recommendation

You will now see a block of courses you should take at this point of your studies. This set of courses was chosen for you by your faculty to align with the programme pathway you're studying.

The screenshot shows the 'ADD NEW COURSES' form with a close button (X) in the top right. It has three green bars at the top: 'Programme: Bachelor of Business', 'Teaching period: Semester 1 - 2024', and 'Subject: (All Subjects)', each with an edit icon. Below is a green bar labeled 'STEP 05'. The main section is titled 'Select a recommendation' and contains a single radio button option: 'Year 1 - First Semester Recommendation'.

## 3. Review

Review each course and click 'Add selected enrolments'.

The screenshot shows the 'ADD NEW COURSES' form with a close button (X) in the top right. It has a green bar labeled 'STEP 06'. The main section is titled 'Review' and contains three course entries, each with a checkbox, course name, points, level, and city, followed by a table of times. The first two entries are checked, and the third is not. At the bottom are two buttons: 'CANCEL' and 'ADD SELECTED ENROLMENTS' with a checkmark icon.

Course	Points	Level	City	Times
<input checked="" type="checkbox"/> ACCT502/W101 - Accounting Essentials	15.00	Level 5	City	TUE: 16:00 to 18:00 WED: 14:00 to 16:00
<input checked="" type="checkbox"/> BSYS501/W101 - Business Information Systems	15.00	Level 5	City	TUE: 13:00 to 14:00
<input type="checkbox"/> FINA501/W102 - Introduction to Finance	15.00	Level 5	City	MON: 16:00 to 17:00 WED: 10:00 to 11:00

# CONFIRM AND SUBMIT

Happy with your course and class selections? Click 'Submit enrolment changes'

The status of your enrolment will be updated on the My Enrolments screen. The status will change again once your course and class selection has been approved by your faculty.

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AUT

ASK THE STUDENT HUB ?

Course enrolments are now open for next semester ENROL NOW

Home > My Account > My Enrolments > Manual

My Enrolments

Show Admin Tools \*

Enrol in courses for your programme, or review your current or past enrolments to keep track of your academic journey. Get started by clicking the 'Add courses' button and follow the prompts.

Need help with selecting courses and enrolling? [Click here](#)

You have unsubmitted enrolments: SUBMIT ENROLMENT CHANGES

ENROLMENT ENQUIRIES ?

Bachelor of Business

Major: Economics | First Minor: Business Law | Second Minor: Accounting

CHANGE MAJOR/MINOR

PERIOD	CLASS	COURSE	STATUS	STARTS	LOCATION	LEVEL	STREAM	POINTS	
S2, 2023	BUSS505/54	Consumer and Organisational Behaviour	Paid	17/Jul/2023	City	5	A	15	
S2, 2023	BUSS507/55	Financial Decision Making and Information Systems	Paid	17/Jul/2023	City	5	A	15	
S2, 2023	BUSS508/55	Economics and International Business	Paid	17/Jul/2023	City	5	A	15	
S2, 2023	BUSS509/56	Ethics, Responsibility and Sustainability	Paid	17/Jul/2023	City	5	A	15	
S1, 2024	ACCT502/W101	Accounting Essentials	Unchecked	26/Feb/2024	City	5	A	15	
S1, 2024	BSYS501/W103	Business Information Systems	Unchecked	26/Feb/2024	City	5	A	15	
S1, 2024	FINA501/W104	Introduction to Finance	Unsubmitted	26/Feb/2024	City	5	A	15	

Weekly Timetable

25 September - 01 October 2023

Enrolled Unsubmitted

Mon 25 Tue 26 Wed 27 Thu 28 Fri 29 Sat 30 Sun 1

7:00

8:00

9:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

Need help?

For added convenience, tooltips are available throughout the My Enrolments section. Simply hover over any terms you're not sure about to find out more.

If you have any questions or run into any issues, click on 'Enrolment enquiries'.

# MAKING CHANGES: CHANGING YOUR COURSE SELECTION

You can make changes by using the 'remove' or 'swap' icons on the My Enrolments screen

Once you have been invoiced for your course, you will need to submit change requests through the [Course and Programme Amendment Form](#) >

**MY AUT**

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My Account

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Jobs and community

**AUT**

Course enrolments are now open for next semester **ENROL NOW**

Home > My Account > My Enrolments > Manual

## My Enrolments

Show Admin Tools \*

Enrol in courses for your programme, or review your current or past enrolments to keep track of your academic journey. Get started by clicking the 'Add courses' button and follow the prompts.

Need help with selecting courses and enrolling? [Click here](#)

You have unsubmitted enrolments: **SUBMIT ENROLMENT CHANGES**

**Current Enrolments** | Past Enrolments **ENROLMENT ENQUIRIES**

Bachelor of Business  
Major: Economics | First Minor: Business Law | Second Minor: Accounting **CHANGE MAJOR/MINOR**

PERIOD	CLASS	COURSE	STATUS	STARTS	LOCATION	LEVEL	STREAM	POINTS
S2, 2023	BUSS505/54	Consumer and Organisational Behaviour	Paid	17/Jul/2023	City	5	A	15
S2, 2023	BUSS507/55	Financial Decision Making and Information Systems	Paid	17/Jul/2023	City	5	A	15
S2, 2023	BUSS508/55	Economics and International Business	Paid	17/Jul/2023	City	5	A	15
S2, 2023	BUSS509/56	Ethics, Responsibility and Sustainability	Paid	17/Jul/2023	City	5	A	15
S1, 2024	ACCT502/W101	Accounting Essentials	Unchecked	26/Feb/2024	City	5	A	
S1, 2024	BSYS501/W103	Business Information Systems	Unchecked	26/Feb/2024	City	5	A	
S1, 2024	FINA501/W104	Introduction to Finance	Unsubmitted	26/Feb/2024	City	5	A	15

### Weekly Timetable

25 September - 01 October 2023

● Enrolled ● Unsubmitted

Mon 25 Tue 26 Wed 27 Thu 28 Fri 29 Sat 30 Sun 1

7:00  
8:00  
9:00  
10:00  
11:00  
12:00  
13:00  
14:00  
15:00  
16:00  
17:00

### Changing your subjects or programme

If you're considering changing your programme or the subjects you're studying as part of your programme, it's a good idea to contact your faculty before you make any changes.

Depending on how far through your qualification you are, changing your major or minor could mean that you need to study extra courses to meet your programme requirements, which could delay when you can graduate.

You can also book an appointment with an employability specialist at the Employability Lab to discuss what this change may mean for your future career opportunities.

# MORE HANDY FEATURES

We've introduced a few more handy features to My AUT to make your life admin at AUT easier.

## 1. Personal Details

Keep your contact details up to date effortlessly. And now, you can even upload your first student ID photo right within the platform. Click on 'My Details' and then 'Edit' to make any changes.

## 2. Financial Dashboard

View your invoices, refunds and fees all in one place. You can settle individual invoices, make partial payments towards your total fees or pay the total balance.

## 3. Academic Grades

We've made it simpler for you to view and track your grades, semester by semester. Click on a course to see individual assessment grades (where available).

## 4. Correspondence

Your official AUT correspondence is now housed in My AUT, as opposed to Arion.

We are currently working on adding more features to this experience to make your My AUT your new home and say goodbye to Arion.