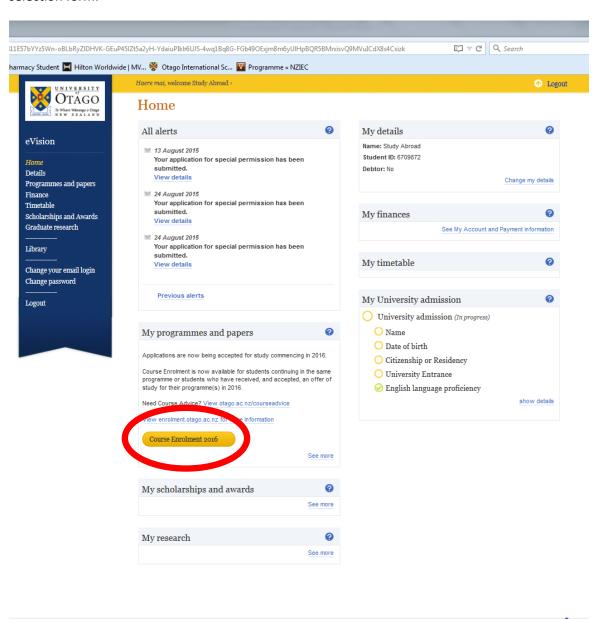
Ask Otago Info line: 0800 80 80 98 university@otago.ac.nz

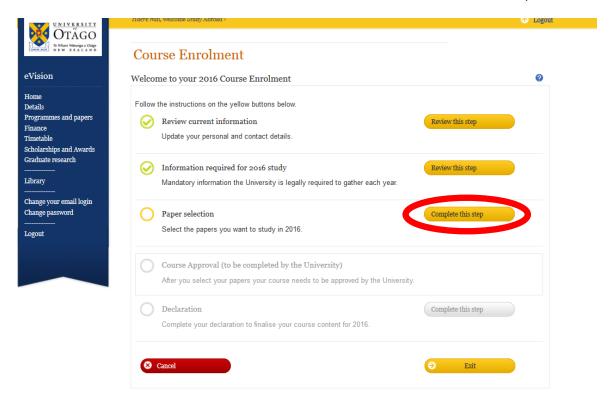
University of Otago, Study Abroad and Exchange applications: Selecting papers in eVision

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.

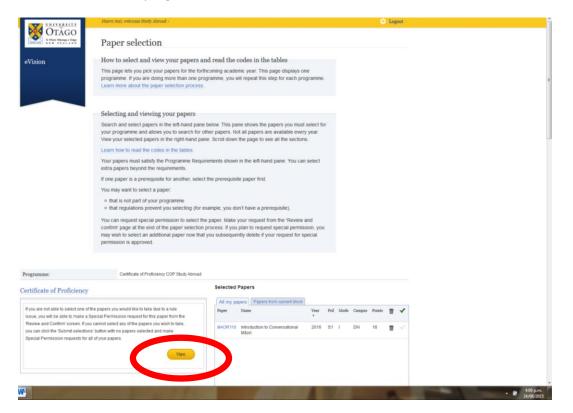


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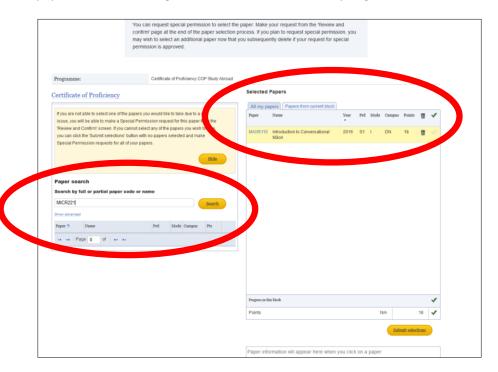
The next screen to show after selecting the "Course Enrolment" button is shown below. Students should click the button circled in the screenshot once it is available in the admissions process:



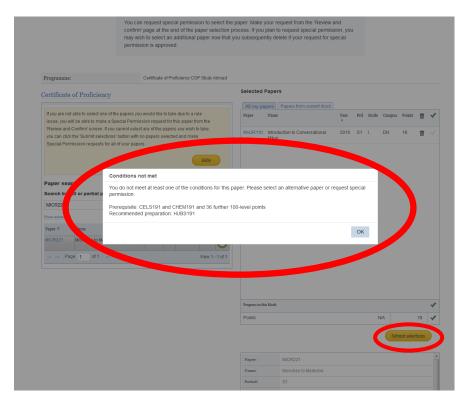
The paper selection process is then initiated through the following screen. Students need to click the circled button to progress on this screen:



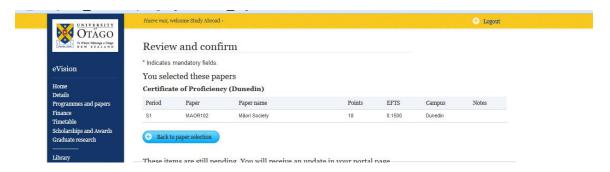
By clicking the "View" button shown on the previous page, a search function will open as shown below. In this example I have typed in MAOR110 and added the paper by clicking a green cross that opened next to the paper in the search module on the left. This populated MAOR110 into my papers table on the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



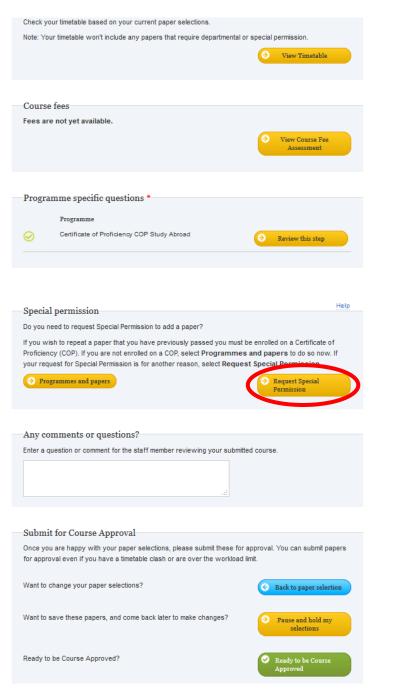
I get the warning shown below when I try to add MICR221, because I have not completed the Otago papers which are prerequisites (in fact, no study abroad and exchange students will have!), the paper will not appear in my list on the right hand side of the page (MAOR110 does not have a prerequisite, this 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.



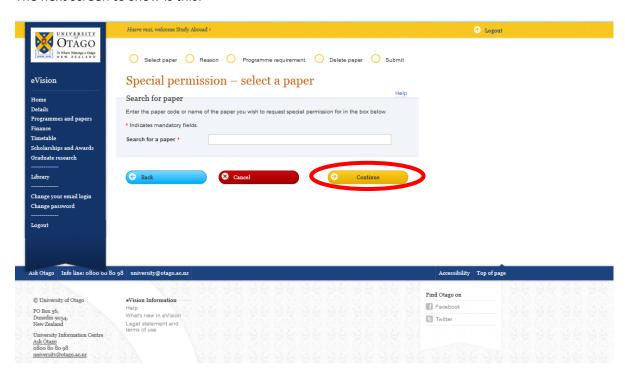
When a student submits their paper selections (small red circle on previous screenshot) the following screen will show:



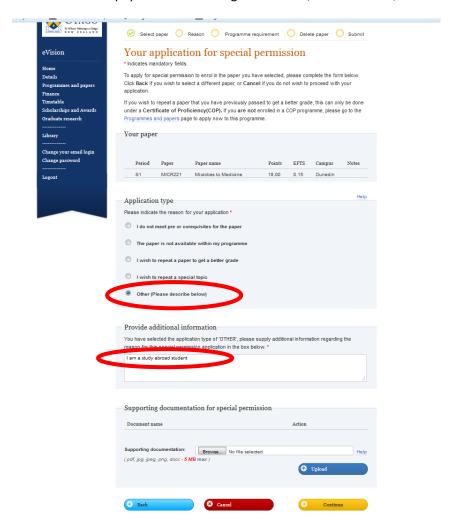
Scrolling down a student can then choose the green button to submit, or as most students will need to do, add an upper level paper that has Otago prerequisites. Click red circle in screenshot below ("Request Special Permission"):



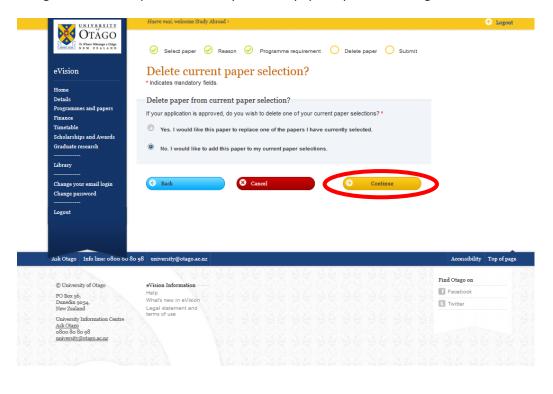
The next screen to show is this:

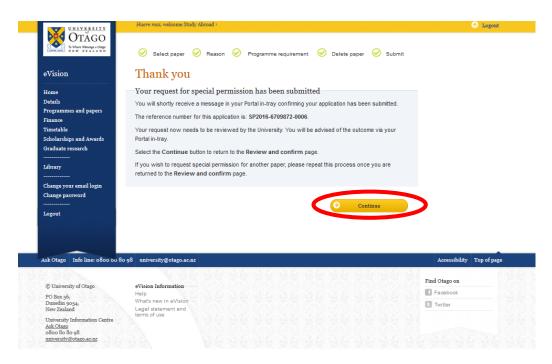


Students need to type in the code of the paper required, the "Search for a paper" field above will auto-fill with the paper. After clicking "Continue", circled above, the following screen will show:



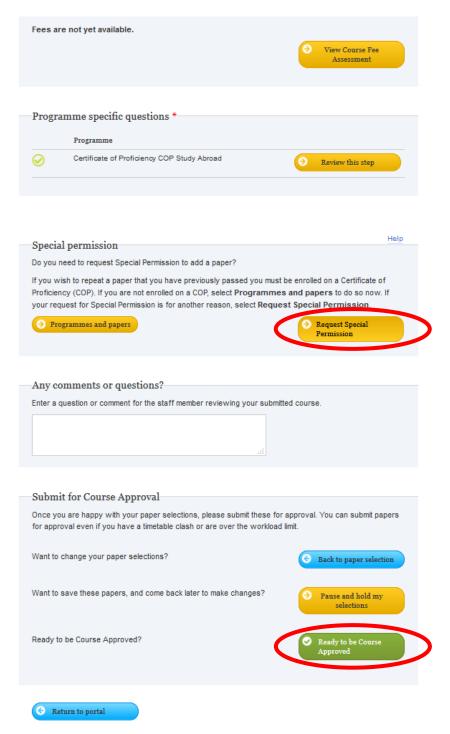
The next screen gives students a choice for whether they want the paper that special permission is being asked for to replace an already selected paper if permission is granted:





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:



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.