Unistart

MyWaikato Application Process
(Returning students)

If you have already completed, or are currently studying, a Unistart paper:

**Step 1:** Select the **Student login** to apply as a returning student.

**Step 2:** Log in using your Waikato student username and password.
Step 3: Click on the Change of Enrolment option, underneath your listed paper/s.

Step 4: Select the Change option.

Step 5: Select the Complete now button.
Step 6: Select the **Add/Modify** Papers button.

**Paper Selection 2018**

Review your paper selections

You have selected your qualification, so you can now choose your papers. Once you submit your online application, we will consider your selections and will contact you if we have any queries. Papers must be approved before you can complete your enrolment.

### Unistart Paper Credit

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Semester</th>
<th>Location</th>
<th>Points</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGAL105</td>
<td>Introduction to New Zealand Law and Society</td>
<td>A</td>
<td>NET</td>
<td>15</td>
<td>26/Feb/2018</td>
<td>24/Jun/2018</td>
<td>Enrolled</td>
</tr>
<tr>
<td>PHILO103</td>
<td>Critical Thinking</td>
<td>B</td>
<td>NET</td>
<td>15</td>
<td>09/Jul/2018</td>
<td>04/Nov/2018</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>

**Special permission**

You can request special permission to add a paper with an exemption around pre-requisites, timetable clashes, workload, credit transfer or qualification requirements. Request special permission.

Step 7: Select the **Next** option.

**About Paper Selection**

When choosing your papers

1. Make sure you understand the requirements of your **qualification**. If you need details on papers, see the **Catalogue of Papers**.
2. Read each instruction carefully, as it explains how many points you need from each list, and any special requirements.
3. Choose all your papers for **2018 in one go.** If you’re not ready to choose all your papers for the coming year (or semester), you can still look at the lists on the next screen and come back later. Just note that any choices you make will be lost when you leave the screen.
4. If you need help, call the Student Centre on 0800 WAIKATO (924 528) or +64 7 838 4610 (International) or email info@waikato.ac.nz.
5. If you need to change your papers after submitting them, you can do so through MyWaikato.

When you’re ready to choose your papers, click **Next**.

Step 8: Select the **Change Papers** option.

**Confirmed Papers**

**Your details**

Name

Qualification  Unistart Paper Credit

**Your Confirmed papers**

You have chosen 2 papers with a total value of 30 points

<table>
<thead>
<tr>
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</tr>
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<tr>
<td>LEGAL105</td>
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<td>Critical Thinking</td>
<td>2018</td>
<td>B</td>
<td>15.00</td>
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</tbody>
</table>
**Step 9:** Select the **Choose Papers** option.

**Step 10:** Type the paper code of the paper you wish to enrol in into the **Search by paper code or title** box. Click **Search**. A list of the available occurrences for that paper will show up below.
Step 11: Click the Add option next to the paper occurrence you wish to enrol in. Note: For most Unistart papers this will be the NET occurrence. The paper will then show up in your list of papers to the right. Click Done.

Step 12: Check that the list of confirmed papers now includes the extra paper you wish to enrol in. Then select the Next option.
Step 13: Select the **Confirm Papers** option.

Step 14: Tick that you have read and agree to the enrolment declaration. Then select the **Confirm Enrolment** option. After this point your paper will be sent to our Enrolment Team for approval.