This is a guide to looking up and dealing with queries about off-shore Semester Two 2020 enrolments, for international students and any domestic students trapped overseas due to Covid-19 travel restrictions.

This is a shifting environment, and information in this QRG is subject to change.

### Terminology

**Off-shore** in this context refers to any location outside New Zealand.

**International student** is any student who does not hold New Zealand citizenship or permanent residency status.

### Business rules – eligibility

- These options apply only to Semester Two 2020.
- Students must be off-shore – these remote study options are not available to students in New Zealand.

### Business rules – enrolment

- Students studying at China Learning Centres can self-enrol in CLC classes.
- Other off-shore students can self-enrol in on-campus classes as usual, and their enrolment will be changed to an online off-shore class.
- The standard enrolment deadlines apply for students studying remotely for Semester Two 2020 i.e. 7 August changes to Semester Two enrolments without financial or academic penalty, and 21 August for double-semester courses starting in Semester Two.
- Incorrect enrolments should be assigned to Records, Enrolment and Fees to be corrected.

### Business rules – location

- Location flags are not visible to students.
- MicroStrategy report on EFTS and Location includes a breakdown of the location logic (copied below):

  Students with 1 or 2 login countries:

  1. If their login country is NZ, then they are "IN" NZ.
  2. If their login countries are non NZ locations, then they are "OUT" NZ.

  Students with more than 2 login countries:

  1. If they are in Accommodation data, then they are "IN" NZ.
  2. If not in Accommodation data, but their INZ status is "IN NZ”, then they are "IN" NZ.
  3. If not in Accommodation data and their INZ status is "Outside NZ", then they are "OUT" NZ.
  4. Every other cases are "Unknown".

  Students have no Single Sign On country:

  1. If they are in Accommodation data, then they are "IN" NZ.
  2. If not in Accommodation data, but their INZ status is "IN NZ”, then they are "IN" NZ.
  3. If not in Accommodation data and their INZ status is "Outside NZ", then they are "OUT" NZ.
  4. Every other cases are "Unknown".

### Business rules – assessment

- All assessments and exams for off-shore remote classes will be held online.
- Semester Two assessment policy is currently being written.

### Info for students – China Learning Centres (CLC)

[https://www.auckland.ac.nz/en/students/student-support/remote-learning-support/international-students/china-learning-centres.html](https://www.auckland.ac.nz/en/students/student-support/remote-learning-support/international-students/china-learning-centres.html)

### Info for students - Study options

[https://www.auckland.ac.nz/en/students/student-support/remote-learning-support/international-students/studying-online.html](https://www.auckland.ac.nz/en/students/student-support/remote-learning-support/international-students/studying-online.html)
## CS9: Check class roster

**Filepath:** Curriculum Management > Class Roster > Class Roster

The class section column in this report indicates where the enrolment is based. Clicking on the appropriate stream will bring up that class list, or you can run for a specific off-shore campus.

### Prompts:

- **Term** = 1205
- **Subject Area** = Subject (e.g. MATHS)
- **Catalog Nbr** = Course number (e.g. 108)
- **Class Section** = leave blank to bring up all sections or enter the first two digits of the codes on the right to bring up these sections only

### Class section

<table>
<thead>
<tr>
<th>NFxx</th>
<th>China Learning Centre students enrolled at Northeast Forestry University</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWxx</td>
<td>China Learning Centre students enrolled at Southwest University</td>
</tr>
<tr>
<td>OOxx</td>
<td>International students who are overseas and enrolled to study remotely (Offshore, on-line)</td>
</tr>
<tr>
<td>NOxx</td>
<td>Domestic students who are overseas and enrolled to study remotely (NZ, on-line)</td>
</tr>
</tbody>
</table>

### CS9 example: ASIAN 140 – class roster (all sections)

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Search Criteria</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution</td>
<td>begins with UOFAK</td>
</tr>
<tr>
<td>Term</td>
<td>begins with 1205</td>
</tr>
<tr>
<td>Subject Area</td>
<td>begins with ASIAN</td>
</tr>
<tr>
<td>Catalog Nbr</td>
<td>begins with 140</td>
</tr>
<tr>
<td>Class Nbr</td>
<td>=</td>
</tr>
<tr>
<td>Class Section</td>
<td>begins with</td>
</tr>
<tr>
<td>Session</td>
<td>=</td>
</tr>
<tr>
<td>Course ID</td>
<td>begins with</td>
</tr>
<tr>
<td>Course Offering Nbr</td>
<td>=</td>
</tr>
</tbody>
</table>

### Search Results

View All | First | 1-16 of 19 | Last
---|---|---|---
| Academic Institution | Term | Subject Area | Catalog Nbr | Class Nbr | Section | Course ID Offering Nbr | Description |
| UOFAK | 1205 | ASIAN | 140 | 30628 | L01C | Regular 037132 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 31232 | T01C | Regular 037132 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 31278 | T02C | Regular 037132 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 31566 | T03C | Regular 037132 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 31611 | T04C | Regular 037132 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 31934 | T05C | Regular 037132 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 32191 | T06C | Regular 037132 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 32222 | T07C | Regular 037132 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 36232 | SWL1 | Regular 037132 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 36233 | NFL1 | Regular 037132 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 36236 | OGI1 | Regular 037132 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 31052 | L01C | Regular 037133 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 31177 | T01C | Regular 037133 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 31266 | T02C | Regular 037133 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 31270 | T03C | Regular 037133 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 31295 | T04C | Regular 037133 | 1 | New Zealand and Asia |
| UOFAK | 1205 | ASIAN | 140 | 31395 | T05C | Regular 037133 | 1 | New Zealand and Asia |
Click on OO (online-offshore) to show enrolments in that section

Canvas: course sections

2020 Semester Two

Course Details  Sections  Navigation  Apps

Course Sections

ASIAN 140/Lecture L01C  (32 Users, SIS ID: 1205-1-30628)
ASIAN 140/Lecture L009  (0 Users, SIS ID: 1205-1-36373)
ASIAN 140/Lecture NFL1  (2 Users, SIS ID: 1205-1-36233)
ASIAN 140/Lecture OO11  (1 User, SIS ID: 1205-1-36236)
ASIAN 140/Lecture SWL1  (0 Users, SIS ID: 1205-1-36232)
ASIAN 140/Tutorial T01C  (8 Users, SIS ID: 1205-1-31232)
ASIAN 140/Tutorial T02C  (9 Users, SIS ID: 1205-1-31278)
ASIAN 140/Tutorial T03C  (6 Users, SIS ID: 1205-1-31566)
ASIAN 140/Tutorial T04C  (5 Users, SIS ID: 1205-1-31611)
ASIAN 140/Tutorial T05C  (0 Users, SIS ID: 1205-1-31934)
ASIAN 140/Tutorial T06C  (0 Users, SIS ID: 1205-1-32191)
ASIAN 140/Tutorial T07C  (6 Users, SIS ID: 1205-1-32222)
Checking location for individual students

**CS9: Enrolment summary**

Filepath: Records and Enrollment > Enrollment Summaries > Enrollment Summary

You can check location by class section (if student is enrolled), or by the service indicator (if not)

**Off-shore enrolments**

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Subject</th>
<th>Catalog</th>
<th>Session</th>
<th>Section</th>
<th>Status</th>
<th>Status/Reason</th>
<th>Acad Prog</th>
<th>Grading Basis</th>
<th>Units Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>36236</td>
<td>ASIAN</td>
<td>140</td>
<td>Regular</td>
<td>OO11</td>
<td>Enrolled</td>
<td>Enrolled</td>
<td>BSC</td>
<td>Graded</td>
<td>15.00</td>
</tr>
</tbody>
</table>

If no off-shore enrolments, click on PSI ★ to see location flag

Location is currently indicated by a service indicator (mislabelled GST – it’s actually a location flag). This service indicator is not visible to students. The location service indicator has three reason codes, with two more on the way:

**Current reason codes**

| IN | Data shows student is in NZ |
| OUT | Data shows student is out of NZ |
| UNKNOWN | Physical student location unknown |

**To be added shortly ...**

| SRIN | Student self-reported as in NZ |
| SROUT | Student self-reported as out of NZ |
### Reporting: Identifying and monitoring student location

**SMR: EFTS and Student Location report**

Filepath: UOA > Shared Reports > Students and Applicants > EFTS > PQO > Student Location

<table>
<thead>
<tr>
<th>Faculty (Teaching)</th>
<th>Department (Teaching)</th>
<th>Progression Funding Brs</th>
<th>In or Out of NZ</th>
<th>EFTs Actual YTD</th>
<th>Headcount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultures, Languages &amp; Linguistics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main and Applied Studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Location data as at 17/07/2020 19:06:13  EFTS data as at 17/09/2020  More information including data definitions
Draft workflow for international student enrolment – Semester Two 2020

Service Lead = Records, Enrolment and Fees

Approximate numbers
Around 6,000 international students;
600 EOIs for a China Learning Centre; xxx remote; xxx in NZ; xxx unknown

**Workflow**

- Student self-enrols in classes for Semester Two 2020
- Location flag added to record (CS9 Service Indicator)
  - Do we believe student is in NZ?
    - YES: BAU: On-campus learning and teaching
    - NO: Has student enrolled in China Learning Centre?
      - YES: REF: Adds flag to record
        - DO: TSO: Sets up online off-shore classes on demand
          - REF: Changes enrolment to online off-shore
            - Communicate with student to confirm online enrolment
  - NO: Do classes exist for enrolment?
    - YES: TSO have changed section labelling conventions so that online sections start with the campus ID: OO, NO, NF or SW
      - Courses that can not be offered remotely are listed on the Studying online web page
      - TSO have changed section labelling conventions so that online sections start with the campus ID: OO, NO, NF or SW
      - Online off-shore classes are available to international students + domestic students trapped overseas
      - Set up separates teaching delivery method by class and drives correct Student Services Fee
      - Students may receive separate GST communication from Finance
      - Finance and BRP to liaise to align comms
    - NO: REF to make query public so it can be used by staff answering student queries

**Business rules**

- International students enrol on-campus or in CLC courses, through self-service
- Online off-shore streams are not available for self-service enrolment
- CLC students enrol directly in CLC courses
- CLC students sign a contract with the provider
- CLC students can also enrol for remote learning (i.e. part CLC, part online off-shore)
- Learning and Teaching currently working on a Semester Two assessment policy
- Online off-shore classes are available to international students + domestic students trapped overseas
- Set up separates teaching delivery method by class and drives correct Student Services Fee

**Comments**

- CS9 flag based on variety of factors such as student IP addresses, University accommodation data, Immigration New Zealand, and a student survey
- Location service indicator (mislabelled as GST) will have action reason of “IN” (Data shows student is in NZ) or “**SRIN**” (self-reported as in NZ)
  - currently being set up
- REF adds “EOI” or “agreement” action reason to CLC service indicator
- REF also corrects where students have enrolled in the wrong class (e.g. NZ on-campus students enrolling in CLC)