

First Day Information

E te ringa kua toro mai ki ngā kete o te wānanga tēnei a Ara e mihi ana.

Kia ora. Welcome to Ara. Our staff are looking forward to meeting you and working with you throughout your programme, ensuring your experience within the faculty is challenging, rewarding and enjoyable.

Here is some important information about your programme. We advise that you keep this information in a safe place, as you may need to refer to it later.

Study Information

NZ2452V2 New Zealand Certificate in Business (Administration & Technology) - Dual Enrolment

Duration: Part-Time 1-Year **Total Credits:** 60 **Level:** 3

Study location: City Campus, Christchurch

Enrolment period: 04 February – 05 November 2027

Two days per week –

Thursdays & Fridays, 9.00am to 3.00pm



Semester 1

04 February – 02 July

Term break

12 April – 23 April

Semester break:

05 July – 16 July

Semester 2

19 July – 05 November

Term break

27 September –
08 October

Get Ready Session

Get Ready is part of your first day. You will meet staff and receive important information relevant to your studies, including logging into the Ara network.

Please feel free to contact us if you have any queries related to the programme prior to this first session.

When and where?

Get Ready Session

9.00am, Thursday 04 February 2027

City Campus, Madras Street

This is part of your first day. Refer to the Ara Student Advisors' communication for details of where to meet on the ground floor of the Rakaia Centre.

What we'll cover

- Welcome
- Programme overview & course details
- Campus familiarisation
- Policies & procedures
- ICT access & Timetables

What to wear / bring

- Sensible, work appropriate clothing
- Pen, paper and highlighters

Logins

If you need assistance with logins etc., contact ICT ictservicedesk@ara.ac.nz or call 03 940 8800.

MyAra

With MyAra you can access everything you need in one place and with notifications to keep you updated. To access MyAra (from 21 days prior to your course beginning), you must have a current Ara network login and password (you can use [Ara Self-Service Password Reset](#) to activate your network account). When you first login to MyAra, it will prompt you to change your password. After that, it will ask you to enter more information such as your mobile phone number, personal email address or security questions. This information will be used to reset your password if you forget it.

Key information can be found on the MyAra app and website [MyAra](#), including:

- Learner email
- Your timetable, calendar, and attendance
- Your learner portal
- Moodle (from 14 days prior to your course beginning and you cannot login to Moodle until you have changed your password)

If you do not intend to study with us, let us know as soon as possible so you can be withdrawn and avoid any impact on future study.

Contact Us

To contact the Admissions and Enrolments staff, visit 'Admissions and Enrolments' on campus:

Monday – Friday, 8.00am – 4.30pm
0800 24 24 76 | info@ara.ac.nz

