

September 2020

Dear students,

Welcome to the Fall Semester 2020! As the lessons of the new academic year begin, the Studies and Student Welfare Service would like to take this opportunity to wish you every success in your studies.

We are contacting you in order to inform you of the necessary procedures that need to be followed at the start of the new academic year, in order for you to be considered as a **registered student**.

After the relevant announcement for the operation of the **Fall 2020** semester which can be found [here](#), we would like to inform you that the **registrations for the existing students will be conducted remotely, from Wednesday 16 to Friday 18 of September**.

Course Registration Procedures include:

1. *Partial Settlement of the tuition fees for the new semester.*

In order to be eligible to register in your courses, part of the semester's tuition fees will have to be settled. In an effort to limit unnecessary movement within the University Campus and offices, please proceed with the **payment of the fees online** either through your financial institution or through JCC (www.jccsmart.com). Frederick University's account details can be found below:

Bank of Cyprus

Account No.: 0199-11-005509-00

IBAN: CY 8300 2001 9900 0000 1100 5509 00

SWIFT BIC: BCYPCY2N

Your University account will be activated one working day after payment is received. Once your account is activated you will be able to proceed with the selection of courses in consultation with your Academic Advisor.

In case you cannot effect the payment electronically, please visit the University's Cash Desk where you can pay by cash, cheque or credit card.

2. *Course Registration*

After consultation with your Academic Advisor, you will be able to register to your courses remotely (ZOOM, phone, etc). Detailed instructions and further information will be sent to you by your Department.

3. *Confirmation of registered courses*

To complete the course registration procedure, you have to login to the University's [Extranet](#) in order to accept and electronically "sign" the Course Registration Form.

In case you do not know who your Academic Advisor is, please log in to the **extranet** and check under **status**.

Finally, we would like to remind you that classes for Fall 2020 begin on **Monday, September 28**. For any questions regarding the above procedures, please contact us at 22-394394 (Nicosia) and 25-730975 (Limassol).

For any further information you can visit the University's website www.frederick.ac.cy (latest news) and view any announcements posted on the **e-learning** and **extranet** platforms.