Registration Procedure for Second Examination

Students can **register online for Second Examination courses**, through the **extranet** information system of the University (http://extranet.frederick.ac.cy/). Students are encouraged to communicate with their academic advisors or their Departments to address queries regarding the courses that they wish to select and the implications of their choice in their academic progress (e.g. prerequisites).

The procedure is as follows:

1. Registration should be made the latest by the **August 24**. During this period the registration system will be active.
2. The registration system is accessible in the **Examination Results** page of the **extranet** platform. Specifically, under the list of courses of the Fall and Spring semester, a new list is provided that shows all courses the student is eligible to register for second examination. Above this list the maximum number of ECTS credits that the student is allowed to register for second examination appears.
3. Next to each course the '**Select'** option appears which allows the student to select the corresponding course for second examination.
4. When a course is selected (by pressing the 'Select' link) the list showing the student choices (named "Selected Courses") is updated accordingly. Additionally, next to each selected course the **'Delete'** option appears that allows the student to delete a given course from those for second examination.
5. Students are allowed to alter their choices throughout the registration period as many times as they want (by pressing the 'Delete', 'Select' options). At the end of the registration period (**August 24**) no alteration is possible and the existing student choices will be added officially to the system, together with the relevant charges. **Changes after this date and time are not possible.**
6. The examination timetable for the second examination will be posted on online (www.frederick.ac.cy) by the Studies and Student Welfare Service.
7. The following pages provide an illustrative example.

An example of a student who is selecting second examination courses

In the above screen shot the web page presents the examination results of a student who has failed in 4 courses (visible when the Exam Results option is selected in Extranet). From these the obtained grades in all of the courses make them, as per the second examination regulations, eligible for selection for second examination. These courses appear in a new list beneath the exam results list.

In the title of the second list the maximum ECTS load the student can register for second examination is also provided. This is calculated as the addition of the 30% of ECTS of the two semesters (i.e. 0.3 * 40= 12) plus 2 ECTS (for rounding purposes). Therefore, this student can register for a maximum of 14 ECTS for second examination. Next to each eligible course the 'Select' option is available for choosing the particular course for second examination.

FREDERICK UNIVERSITY

Screen Shot 2

In screen shot 2, the student commenced the selection of courses for second examination. When the student selects a particular course (in the above example course AEEE225) then the list with the selected courses is updated (the third list in the page). The selection list of eligible courses is also updated. Note that for course AEEE225 that has already been selected, the 'Select' option has been removed. Also note that in the list of selected courses next to each selected course the 'Delete' option is available in case the student decides to remove the given course from the selected ones.