

January 2024

Dear students,

We are contacting you in order to inform you of the necessary procedures that need to be followed before the start of the new semester, in order for you to be considered **registered before classes begin on Monday, February 12.**

Course registration for **continuing students** will take place **from Tuesday 6 to Friday 9 of February.**

Below are the steps you need to follow to complete your semester registration, as well as the advising schedule with Academic Advisors in order to register for courses.

1. Settle tuition fees and register/activate the Spring 2023 semester

We would also like to remind you that in order to register for Spring 24 you are required to settle your outstanding balance and prepay the first instalment of your Spring 24 tuition fees as per your agreed payment plan.

Your statement of balance will be sent to your student email by our Finance Department.

For any inquiries / clarification regarding the tuition fees or balance please contact the Cashier's Office:

Phone (Nicosia Campus): 22-394380
Phone (Limassol Campus): 25-730975
Email: cashier@frederick.ac.cy

Tuition fees payment

Payments are made electronically in any of the following ways:

1. e-banking:

Bank of Cyprus – Account Number: 019911005509

IBAN: CY83002001990000001100550900

SWIFT/BIC: BCYPCY2N

Hellenic Bank- Account Number 14701A5817501

IBAN: CY180050014700014701A5817501

SWIFT: HEBACY2N

2. JCC Smart

Using the following link <https://www.jccsmart.com/e-bill/26685032>

Attention: Please provide the following information on the payment details so we can track your payment without any delay and proceed to activating your account immediately.

Student's full name

Student's registration number or ID number

Registration for courses will be possible the day after the payment of fees.

In case the payment cannot be made in the above ways, then you can visit the University's Cashier Office and pay either in cash, or by check, or by credit card.

2. Meet with your Academic Advisor and Register to Courses

Consultations with Academic Advisors for the selection of courses will take place **according to the schedule that follows in the next page.**

If you are not sure who your Academic Advisor is you can find out by accessing Extranet → Status.

3. Accept your courses and access your timetable through Extranet

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. Then you will be able to view your timetable.

4. View your courses and course content in the learning platform

Once you have completed your registration to courses you will be able to access course content and information in the learning platform from ([learn](#)).

For any questions regarding the above procedures, please contact us at 22-394394 (Nicosia) and 25-730975 (Limassol).

(the detailed program for course registration per program of study follows)

COURSE REGISTRATION SCHEDULE – NICOSIA

PROGRAM/ FACULTY MEMBERS	LOCATION	DATE / TIME	DETAILS
MECHANICAL ENGINEERING			
Michalis Menicou	Room 113 – Library Building	06/02/2024 - 09/02/2024 10:00-13:00	Students should register with their Academic Advisor
George Karagiorgis	Room207 – Library Building	06/02/2024 - 09/02/2024 10:00-13:00	
Yiannis Parpottas	Lab 5 – Library Building	06/02/2024 - 09/02/2024 10:00-13:00	
Varnavas Serghides	Room 205 – New Wing	06/02/2024 - 09/02/2024 10:00-13:00	
Christodoulos Christodoulou	Room 208 – Library Building	06/02/2024 - 09/02/2024 10:00-13:00	
Antonis Lontos	Room 112 – Library Building	06/02/2024 - 09/02/2024 1 10:00-13:00	
AUTOMOTIVE ENGINEERING			
Loucas Papadakis	Room 115 – Library Building	06/02/2024 - 09/02/2024 10:00-13:00	Students should register with their Academic Advisor
Charalambos Chasos	Room 208 – Library Building	06/02/2024 - 09/02/2024 10:00-13:00	
Soteris Omirou	Room 212 – Library Building	06/02/2024 - 09/02/2024 10:00-13:00	
Theodoros Leontiou	1st floor – CYTA Building	06/02/2024 - 09/02/2024 10:00-13:00	
CIVIL ENGINEERING & QUANTITY SURVEYING			
Christakis Onisiphorou	CYTA Building – 1st floor	06/02/2024 - 09/02/2024 10:00-13:00	Students should register with their Academic Advisor
Petros Christou	CYTA Building – 1st floor	06/02/2024 - 07/02/2024 10:00-13:00	
Antonis Michael	CYTA Building – 1st floor	06/02/2024 - 07/02/2024 10:00-13:00	
Christos Anastasiou	CYTA Building – 1st floor	06/02/2024 - 07/02/2024 10:00-13:00	
ELECTRICAL ENGINEERING, COMPUTER ENGINEERING AND INFORMATICS			
BSc Electrical Engineering – Academic Advisors	CYTA Building – 2nd floor	08/02/2024 - 09/02/2024 09:00-14:00	Students should register with their Academic Advisor
BSc Computer Science – Academic Advisors	Library Building	08/02/2024 - 09/02/2024 09:00-14:00	
BSc Computer Engineering – Academic Advisors	Library Building	08/02/2024 - 09/02/2024 09:00-14:00	
ARCHITECTURE			
Byron Ioannou		06/02/2024 12:00-13:00 09/02/2024 12:00-13:00	Students should register with their Academic Advisor
Savvas Christodoulides		Students should register with Byron Ioannou	

Dimitris Economides	Architecture Building	06/02/2024 - 09/02/2024 09:00 - 13:00	
Delis Papadopoulos		08/02/2024 09:00 - 13:00	
Lora Nikolaou		06/02/2024 - 07/02/2024 09:00 - 13:00	
Gregoris Kalnis		06/02/2024 9:00-12:00 08/02/2024 9:00-12:00	
Nikos Georgiou		08/02/2024 9:00-12:00	
Marios Pelekanos		06/02/2024 12:00-13:00 09/02/2024 12:00-13:00	
VISUAL COMMUNICATION/ INTERIOR DESIGN/ FASHION DESIGN/ GRAPHIC DESIGN			
Artemis Eleftheriadou	Main Building 2nd floor	06/02/2024 - 09/02/2024 10:00 - 13:00	Students should register with their Academic Advisor
Nicolas Lambouris	Main Building 2nd floor	06/02/2024 - 09/02/2024 9:00-13:00	
Demetris Kokkinolambos	Main Building 2nd floor	06/02/2024 - 09/02/2024 10:00 - 13:00	
Savvas Xinaris	Main Building 2nd floor	06/02/2024 - 09/02/2024 9:00-13:00	
Panagiotis Michael	Main Building 2nd floor	06/02/2024 - 09/02/2024 9:00-13:00	
Panicos Charalambous	Main Building 2nd floor	06/02/2024 - 09/02/2024 09:00 - 13:00	
Hourig Torossian	Fashion Lab	06/02/2024 - 09/02/2024 09:00 - 13:00	
Doris Kailos	Fashion Lab	06/02/2024 - 09/02/2024 09:00 - 13:00	
Eleni Girkalli	Fashion Lab	06/02/2024 - 09/02/2024 09:00 - 13:00	
Constantinos Kounnis	Fashion Lab	05/02/2024 & 09/02/2024 09:00 - 13:00	
JOURNALISM			
Evie Lambrou	Journalism Office	05/02/2024 - 08/02/2024 10:00-14:00	All Students
Christiana Karayianni		06/02/2024 - 09/02/2024 10:00 - 12:30	
Emilios Charalambides		06/02/2024 - 09/02/2024 10:00 - 13:00	
Costakis Constantinou		Students should register with Ivi Lambrou or Aimilios Charalambides or Christiana Karayianni	
PRE-PRIMARY EDUCATION			
Maria Christodoulidou	Library	06/02/2024 10:30-12:30	Students should register with their Academic Advisor
Andri Constantinou and Nicoletas Christodoulou Students		07/02/2024 11:00-13:00	
Maria Vasileiadou		09/02/2024 10:00-13:00	

NURSING			
Evangelia Kotrotsiou	Dimokritou 25, 2 nd Floor	06/02/2024 - 09/02/2024 10:00- 12:00	Students should register with their Academic Advisor
Alexandros Argyriades	Dimokritou 25, 2 nd Floor	06/02/2024 - 09/02/2024 10:00- 12:00	
Evanthia Asimakopoulou	Dimokritou 25, 2 nd Floor	06/02/2024 - 09/02/2024 10:00- 12:00	
Ioannis Dimitrakopoulos	Dimokritou 25, 2 nd Floor	07/02/2024 12:00-17:00 08/02/2024 12:00-17:00	
MARITIME TRANSPORT AND COMMERCE			
Ioannis Voudouris	Nicosia,	06/02/2024 - 09/02/2024	Students should contact Voudouris to arrange a meeting for registration
PHARMACY			
Charalambos Triantis	Dimokritou 25 – 2 nd Floor	06/02/2024 - 09/02/2024 09:00-12:00	Students should register with their Academic Advisor
Maria Rikkou Kalourkoti			
Panagiotis Theodosios Nobelos			
Giorgos Papagiouvannis			
Despina Charalambous			
Maria Papasavva			
BUSINESS ADMINISTRATION/ ACCOUNTING AND FINANCE			
Nicos Koussis	Nicosia-Library building 2nd floor- My office R209 Email: bus.kn@frederick.ac.cy	08/02/2024 10:00 – 14:00	Accounting and Finance students in Nicosia register with Nicos Koussis
Nasia Tziortzi Yiannos Loizides	Nicosia - Library Building	06/02/2024 - 11:00 - 15:00	
LAW			
Vicky Karagkouni	Office in Cyta Building - Nicosia	06/02/2024 15:00 – 17:00	Students register with their Academic Advisors
Constantinos Kouroupis		08/02/2024 11:00 - 14:00	
Dimitrios Devetzis		06/02/2024 - 09/02/2024 12:00-15:00	

COURSE REGISTRATION SCHEDULE – LIMASSOL

PROGRAM/ FACULTY MEMBERS	LOCATION	DATE / TIME	DETAILS
PSYCHOLOGY			
Loukia Demetriou	Office 132	09/02/2024 10:00-13:00	Students should register with their Academic Advisor
Nataly Loizidou Ieridou		06/02/2024 - 09/02/2024 9:30-12:00	
Andreas Panayiotou		06/02/2024 - 09/02/2024 9:30-12:00	
Fotini Economidou Kranou		06/02/2024 - 09/02/2024 8:00-12:00	
Louiza Ioannidou		08/02/2024 10:30-13:30	
SOCIAL WORK			
Koula Erotokritou	Office 132	06/02/2024 - 09/02/2024 9:00-12:00	Students should register with their Academic Advisor
Stelios Erodoto		06/02/2024 - 09/02/2024 10:00-13:00	

Stavros Parlalis		06/02/2024 - 07/02/2024 9:00-12:00	
Panagiota Christodoulou		06/02/2024 & 08/02/2024 10:00-13:00	
VISUAL COMMUNICATION/ INTERIOR DESIGN /GRAPHIC DESIGN			
Anna Louise Merry Christos Andreou	Art office Limassol (office 106)	06/02/2024 - 09/02/2024 10.00 - 13.00	Students should register with their Academic Advisor
PHYSIOTHERAPY			
Christos Savva	Office 113	06/02/2024 - 08/02/2024 09.00 – 11.00	Students should register with their Academic Advisor
Giannis Sisou	Office 135	06/02/2024 - 08/02/2024 09.00 – 11.00	Students should register with their Academic Advisor
PHYSICAL EDUCATION AND SPORTS SCIENCES			
Elena Papacosta	Office 109	07/02/2024 - 09/02/2024 09:00-12:00	Students should register with their Academic Advisor
Panos Constantinides	Office 110	08/02/2024 - 09/02/2024 09:00 –12:30	
Garyfallos Anagnostou	Office 110	08/02/2024 - 09/02/2024 09:00-12:00	
Anthi Xenofontos	Office 111	07/02/2024 - 09/02/2024 10:00-13:00	
PRIMARY EDUCATION			
Victoria Pavlou	Office 108	09/02/2024 10:00-12:00	Students should register with their Academic Advisor
Chrysanthi Kadji	Office 108	08/02/2024 10:00-12:00	
Nikleia Eteokleous	Office 114	08/02/2024 9:30-12:30	
Katerina Karatassou	Office 108	08/02/2024 10:00-12:00	
Olga Lyra	Office 114	06/02/2024 9:00-12:00	
PRE-PRIMARY EDUCATION			
Chrysa Nitsiou and Nicoletas Christodoulou Students		07/02/2024 10:00 -12:00	All Students
Nansia Kyriakou	Office 128	06/02/2024 9:00- 11:00	
MARITIME TRANSPORT AND COMMERCE			
Zouheir El-Sahli	Office 126	06/02/2024 - 09/02/2024	BSc Maritime Studies - Students should contact Dr El-Sahli to arrange a meeting for registration
Maria Avtzaki	Office 124	06/02/2024 - 09/02/2024	BSc Maritime Studies - Students should contact Dr Avtzaki to arrange a meeting for registration
Evi Plomaritou		06/02/2024 - 09/02/2024	BSc Maritime Studies - Students should contact Dr Plomaritou to arrange a meeting for registration
Emmanouil Nikolaidis		06/02/2024 - 09/02/2024	BSc Maritime Studies - Students should contact Dr Nikolaidis to arrange a meeting for registration
Eleni Tsolaki	Office 129	06/02/2024 - 09/02/2024	BSc Maritime Studies - Students should contact Dr Tsolaki to arrange a meeting for registration

Stefani Papastylianou	Office 124	06/02/2024 - 09/02/2024	BSc Maritime Studies - Students should contact Mrs Papastylianou to arrange a meeting for registration
Giorgoulla Hadjigeorgiou	Office 124	06/02/2024 - 09/02/2024 10:30 – 18:30	Engineer Officer of the Watch MSc Marine Engineering and Management
Business Administration/ Accounting and Finance/ Marketing with Digital Technology			
Stavros Georgiades	Department Offices – Limassol	07/02/2024 - 08/02/2024 10:00 – 14:00	Students should register with their Academic Advisor
Andreas K. Georgiou		06/02/2024 - 09/02/2024 09:00 – 12:00	
Nasia Tziortzi		08/02/2024 11:00-15:00	
Athanasia Nalpanti		06/02/2024 - 09:00- 12:00 07/02/2024 - 10:00 -15:00	
Nicos Koussis		09/02/2024 10:00-14:00	
Elena Ketteni		08/02/2024 11:00 – 15:00	
LAW			
Constantinos Kouroupis	Law Office Limassol	06/02/2024 11:00 – 14:00	Students should register with their Academic Advisor
Ioannis Giokaris		06/02/2024 - 07/02/2024 9:00 – 17:00	
ELECTRICAL ENGINEERING, COMPUTER ENGINEERING AND INFORMATICS			
<i>BSc Electrical Engineering</i> Marios Lestas Photos Vryonides	Limassol Offices	08/02/2024 - 09/02/2024 09:00-14:00	Students should register with their Academic Advisor
<i>BSc Computer Science</i> <i>BSc Computer Engineering</i> Stefania Loizidou, Yiorgos Demetriou Christos Markides, Achilleas Achilleos		07/02/2024 - 09/02/2024 09:00-14:00	