

January 2023

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 13.**

Course registration for **continuing students** will take place **from Monday 6 to Friday 10 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 23 you are required to settle your outstanding balance and prepay the first instalment of your Spring 23 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	06/02/2023 - 10/02/2023 10:00-13:00	Students should register with their Academic Advisor
Yiannis Parpottas	Lab 5 – Library Building	06/02/2023 - 10/02/2023 10:00-13:00	
Varnavas Serghides	Room 205 – New Wing	06/02/2023 - 10/02/2023 10:00-13:00	
Christodoulos Christodoulou	Room 208 – Library Building	06/02/2023 - 10/02/2023 10:00-13:00	
Antonis Lontos	Room 112 – Library Building	06/02/2023 - 10/02/2023 10:00-13:00	
AUTOMOTIVE ENGINEERING			
Loucas Papadakis	Room 115 – Library Building	06/02/2023 - 10/02/2023 10:00-13:00	Students should register with their Academic Advisor
Charalambos Chasos	Room 208 – Library Building	06/02/2023 - 10/02/2023 10:00-13:00	
Soteris Omirou	Room 212 – Library Building	06/02/2023 - 10/02/2023 10:00-13:00	
Theodoros Leontiou	1 st floor – CYTA Building	06/02/2023 - 10/02/2023 10:00-13:00	
CIVIL ENGINEERING & QUANTITY SURVEYING			
Academic Advisors	CYTA Building – 1st floor	06/02/2023- 10/02/2023 10:00-11:30	Students should register with their Academic Advisor
ELECTRICAL ENGINEERING, COMPUTER ENGINEERING AND INFORMATICS			
BSc Electrical Engineering – Academic Advisors	CYTA Building – 2nd floor	08/02/2023 – 10/02/2023 9:00-14:00	Students should register with their Academic Advisor
BSc Computer Science – Academic Advisors	Library Building	08/02/2023 & 09/02/2023 9:00 -14:00	
BSc Computer Engineering – Academic Advisors	Library Building	06/02/2023 & 07/02/2023 9:00 -14:00	
ARCHITECTURE			
Byron Ioannou	Architecture Building	06/02/2023 11:00-13:00, 10/02/2023 12:00-15:00	Students should register with their Academic Advisor
Savvas Christodoulides		Students should register with Byron Ioannou (06/2/2023 11:00-13:00, 10/2 12:00-15:00)	
Dimitris Economides		06/02/2023 - 07/02/2023 10:00-13:00	
Delis Papadopoulos		07/02/2023 & 09/02/2023 10:00-13:00	

Lora Nikolaou		06/02/2023 & 09/02/2023 09:00 - 14:00	
Nasso Chrysochou		06/02/2023 14.00-17.00 08/02/2023 14:00 - 17:00 09/02/2023 09.00 - 13.00	
Gregoris Kalnis		06/02/2023 & 09/02/2023 09:00 - 14:00	
Nikos Georgiou		06/02/2023 –10/02/2023 09:00-11:00	
Marios Pelekanos		07/02/2023 10.00-12.00 10/02/2023 10.00-12.00	
VISUAL COMMUNICATION/ INTERIOR DESIGN/ FASHION DESIGN/ GRAPHIC DESIGN			
Artemis Eleftheriadou	Main Building 2nd floor	06/02/2023 & 07/02/2023 11:00 - 14.00	Students should register with their Academic Advisor
Nicolas Lambouris	Main Building 2nd floor	06/02/2023 & 07/02/2023 11:00 - 14.00	
Demetris Kokkinolambos	Main Building 2nd floor	06/02/2023 & 07/02/2023 09:00-13:00	
Savvas Xinaris	Main Building 2nd floor	06/02/2023 & 09/02/2023 09:00 - 13:00	
Panagiotis Michael	Main Building 2nd floor	06/02/23 & 07/02/23 09:00-13:00	
Panicos Charalambous	Main Building 2nd floor	06/02/2023 – 10/02/2023 09:00 - 13:00	
Hourig Torossian	Fashion Lab	06/02/23 9.00-13.00	
Doris Kailos	Fashion Lab	06/02/23 9:00-13:00	
Eleni Girkalli	Fashion Lab	06/02/23 9:00-13:00	
Constantinos Kounnis	Fashion Lab	07/02/23 9:00-14:00	
JOURNALISM			
Evie Lambrou	Journalism Office	07/02/2023 10:00-13:00 08/02/2023 10:00-13:00 09/02/2023 10:00-13:00	All Students
Christiana Karayianni		06/2/2023 10.00-12.00	
PRE-PRIMARY EDUCATION			
Maria Christodoulidou	Library	09/02 10:00 - 12:30	Students should register with their Academic Advisor
Andri Constantinou		06/02 11:30 - 14:00	
Nicoletta Christodoulou		06/02 12:00 - 14:00	
Maria Vasileiadou		07/02 10:30 - 13:30	
NURSING			
Maritsa Gourni	Dimokritou 25, 2 nd Floor	06/02/2023- 10/02/2023 09:00 – 12:00	Students should register with their Academic Advisor
Alexandros Argyriades			
Evanthia Asimakopoulou			
Yiannis Dimitrakopoulos			
MARITIME TRANSPORT AND COMMERCE			
Sotiris Jeropoulos	Limassol, Office 124	06/02 - 10/02/2023 22394360, ext. 49142 bus.js@frederick.ac.cy	Students should contact Dr Jeropoulos to arrange a meeting for registration
PHARMACY			
Charalambos Triantis	Dimokritou 25 – 2 nd Floor	06/02/2023- 10/02/2023 09:00 – 13:00	Students should register with their Academic Advisor
Despoina Charalampous			
Giorgos Papagiouvannis			
Maria Kalourkoti			
Panagiotis Theodosis-Nompelos			

BUSINESS ADMINISTRATION/ ACCOUNTING AND FINANCE			
Nicos Koussis	Nicosia-Library building 2nd floor- My office R209 Email: bus.kn@frederick.ac.cy	8-9/02/23. (12:00-14:00)	Accounting and Finance students in Nicosia register with Nicos Koussis
Nina Gorovaia	bus.gn@frederick.ac.cy	Contact advisor for details	
Petroulla Mavrikiou	Online	Business Administration DL	
Nasia Tziortzi	Nicosia - Library Building	08/02/23 10:00-13:00	
LAW			
Vicky Karagkouni	Office in Cyta Building - Nicosia	09/02/2023 11.00-13.00	Students register with their Academic Advisors
Constantinos Kouroupis		08/02/23 11:00 - 14:00	
Demetris Devetzis		08/02/23 & 09/02/23 12:00-15.00	

COURSE REGISTRATION SCHEDULE - LIMASSOL

PROGRAM/ FACULTY MEMBERS	LOCATION	DATE / TIME	DETAILS
PSYCHOLOGY			
Loukia Demetriou	Office 132	08/02-10/02 09:30 – 12:30	Students should register with their Academic Advisor
Nataly Loizidou Ieridou		08/02-10/02 09:30 – 12:30	
Andreas Panayiotou		10/02 09:00-12:00	
Fotini Economidou Kranou		07/02-08/02 09:00 – 12:00	
Louiza Ioannidou		09/02 10:00-13:00	
SOCIAL WORK			
Koula Erotokritou	Office 132	06/02-10/02 09:00-12:00	Students should register with their Academic Advisor
Stelios Erodou		06/02-08/02 10:00-13:00	
Dimitris Hadjicharalambous		06/02-10/02 09:00-12:30	
Stavros Parlalis		08/02 09:00-12:00	
Panagiota Christodoulou		07/02 10:00-13:00	
VISUAL COMMUNICATION/ INTERIOR DESIGN /GRAPHIC DESIGN			
Anna Louise Merry Christos Andreou	Art office Limassol (office 106)	06/02 - 10/02/2023 10:00-13:00	Students should register with their Academic Advisor
PHYSICAL EDUCATION AND SPORTS SCIENCES			
Elena Papacosta	Office 109	08/02/2023 - 10/02/2023 09:00-13:00	Students should register with their Academic Advisor
Panos Constantinides	Office 110	09/02/2023 - 10/02/2023 09:00-13:00	
Garyfallos Anagnostou	Office 110	08/2/2023 -09/02/2023 09:00-13:00	
Anthi Xenofontos	Office 111	06/02/2023 - 09/02/2023 09:00-13:00	
PRIMARY EDUCATION			
Victoria Pavlou	Office 008 Art Lab	09/02 9:00-12:00	Students should register with their Academic Advisor
Chrysanthi Kadji	Common Office Space	09/02 9:00-12:00	
Nikleia Eteokleous	Office 144	09/02 9:00-12:00	
Katerina Karatassou	Common Office Space	09/02 9:00-12:00	
Olga Lyra	Office 144	09/02 9:00-12:00	
PRE-PRIMARY EDUCATION			
Chrysa Nitsiou	Office 123	08/02 10:00-12:00	All Students
MARITIME TRANSPORT AND COMMERCE			

Sotiris Jeropoulos	Office 124	06/02 - 10/02/2023 Students should contact Dr Jeropoulos to arrange a meeting for registration	BSc Maritime Studies
Maria Avtzaki	Office 124	06/02 - 09/02/2023 17:30-19:30	MSc International Trade and Shipping Management MA/LLM Maritime Law and Shipping Management
Giorgoulla Hadjigeorgiou	Office 124	06/02 - 10/02/2023 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	09/02 - 10/02 16:00-18:00	Students should register with their Academic Advisor
Andreas K. Georgiou	Department Offices – Limassol	06/02 - 10/02 10:00-12:00	
Nasia Tziortzi	Department Offices – Limassol	10/02 11:00-14:00	
LAW			
Constantinos Kouroupis	Law Office Limassol	07/02/23 11:00-14:00	
Ioannis Giokaris		6 – 10/02/23 12:00-14:00	
ELECTRICAL ENGINEERING, COMPUTER ENGINEERING AND INFORMATICS			
<i>BSc Electrical Engineering</i> Marios Lestas Photos Vryonides	Limassol Offices	08/02/23 – 10/02/23 9:00–14:00	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		09/02/23 & 10/02/23 9:00–14:00	