CYPRUS UNIVERSITY OF TECHNOLOGY
SERVICE FOR ACCADEMIC AFFAIRS / STUDIES OFFICE

COURSE REGISTRATION PROGRAM
FALL SEMESTER 2016/17

Directions
Please read carefully the following announcement which refers to the procedure for your Fall Semester classes 2015-2017. Also you will find a course catalog with all the fall semester courses that will be offers this semester, along with the timetables. There is also a YouTube film which directs you step by step how to register for your classes online.

Please note that registration for classes will take place online, which each student will do from their portal, from **Wednesday 31st of August** till **Sunday 4th of September 2016**.

All undergraduate, Master and Doctoral students (all years of study) will be able to register online from 9:00 am on Wednesday 31st August until 12 midnight on Sunday 4th September.

Please note, very important, any student who does NOT register for classes during this specific timeframe; they will not be able to register for classes until later during the drop/add week of classes.

The procedure for registration which the student will do on their own, is done through the new system of CUT at the following link**: https://sis.cut.ac.cy/irj/portal** using their username and password that was given to them. Every student needs to review the courses required for their program and the attached timetable as well.

The new online system is set up in a way that recognizes the pre-requisites needed for each course. For all the undergraduate programs the following apply:

1. Each student is only allowed to register up to 36 ects per semester. Students that wish to register from 37-42 ects need to go to their Department to get approval. During the first week of classes the department will need to send an analytical report to the Student Services with their approvals for each student accordingly. Then these specific students will come to enroll on these specific extra classes only. It is not allowed to register for more than 42 ects.

2. All prerequisite courses are entered in the online system. Therefore no student will not be able to enroll in courses where there are chains. Exceptions chains (because the introduction of the student was on a course that did not exist then) will be given by the Chairman of each Department in specific courses for these students. For those students, the Department confirmed that the registration does not fall under the rule of prerequisite, officers of Studies will proceed with the registration of that class automatically.

3. Each student can only see the courses of their year of study or precious years for courses they have not completed successfully(wheather they have not taken the class or hasn't passed it). For students that wish to retake a class for a better grade, must send an email to **studies@cut.ac.cy** stating their name, id number, department and the class they wish to take from 1-4 September. According to the latest rules and regulations of study, on the transcript the last grade the student receives will be on their transcript even if it is lower and/or failed grade.

4. No one will be able to enroll in classes that clash with times. The timetables were managed in a fashion to cover the needs of the graduating students.

In the new system, students are asked to choose "package / course group", which includes different parts of the course (theory, laboratory, tutorial, etc.) based on a fixed timetable and the specified capacity of the course and hall. All courses offered (new codes, names, timetables) are attached.

The subjects which in their packages displayed PKF are free electives which students can select them if curriculum permits them. In some courses (Language Centre) they are not fixed hours so they can be selected from those who wish and the first meeting with the teachers all will create the timetable (days and hours of the course).

Students, who have failed courses, need guidance or wish to meet earlier with their academic advisor to consult with them; may do so if they come into contact with the secretaries of the Departments.

Students who have trouble registering, please send an email to **studies@cut.ac.cy**, writing their civil id number, their problem presented and a print screen. The Officer in charge of your department will respond to your request and will guide you depending on the problem.

 Please before proceeding with your enrollment for the semester / courses, spend a few minutes to see the footage prepared which includes in detail all the steps that you must follow in order to successfully complete the process!

Classes start Monday, September 5, 2016 in accordance with the timetable.

On behalf of the Academic Service & Student Affairs we wish you a fruitful and productive year.

For information please contact the Service Center and Information Technology of the University of Cyprus by phone 25 002710 and 25 002711