

## REGISTRATION IN COURSES FOR THE FALL SEMESTER OF THE ACADEMIC YEAR 2020/2021

1. All postgraduate students of the University of Cyprus will enroll electronically in their courses for the Fall Semester 2020/2021 using the BannerWeb system <https://banners.ncy.ac.cy:8082/StudentRegistrationSsb/ssb/registration>

2. The registration in courses will take place **from Thursday 3<sup>rd</sup> of September 2020 until Friday 4<sup>th</sup> of September 2020 from 9.00 a.m.**

The registration schedule is as follows:

**All PhD and Master students\*:**

**3/9/2020 – 4/9/2020**

- **\*Master in Intelligent Critical Infrastructure Systems (MSc):**

The registration in courses will take place **from Monday 24<sup>th</sup> of August 2020 until Tuesday 25<sup>th</sup> of August 2020 from 9.00 a.m.**

Kindly note that students will be able to drop a course as follows:

- For the courses taught between 1/9/2020-23/10/2020 the last possible date to drop a course is September 18, 2020.
- For the courses taught between 26/10/2020-23/12/2020 the last possible date to drop a course is November 11, 2020.

- **\*MBA Program:**

Other arrangements have been made for the enrolment in the courses for students of the MBA program. The MBA students are advised to contact the MBA office for further information. Therefore, the following information does not correspond to the MBA students.

3. Students should read the Postgraduate Prospectus through the following link: <http://ucy.ac.cy/publications/en/publications-english/annual-publications>. They are advised to consult their academic advisor before they proceed with their registration. The BannerWeb system will be activated at 9.00 a.m.

4. The Schedule of Classes is posted in the following link <http://ucyweb.ncy.ac.cy/fmweb/index.php/el/schedule-of-classes>

5. Students can register for up to **33** **ects**, through the BannerWeb system. Those students who wish to enroll to more than 33 ects should complete the special registration form [https://portal.ncy.ac.cy/EL/Administrative/Forms\\_Circulars\\_Manuals/UCYForms1/EggrafiMore33.pdf](https://portal.ncy.ac.cy/EL/Administrative/Forms_Circulars_Manuals/UCYForms1/EggrafiMore33.pdf) and submit it to the Graduate School offices **on Wednesday, the 9<sup>th</sup> of September 2020 from 9.00 a.m. to 12.00 o'clock** for their registration.

6. In order to use the BannerWeb system to register for courses, students need to know their user id and password. These are the same as those used to access their email at the University of Cyprus (web mail). More information can be found at: <http://www.ucy.ac.cy/fmweb/en/organizational-structure/information-systems-office/8-en-articles/29-bannerweb-information>
7. Newly admitted students are required to create an electronic account through the website <http://www.ucy.ac.cy/iss/en/register> after the 17th of August 2020. The students, are required to enter into the system the following information by using Latin characters:
- Name (First, Surname & Middle Initial—entered in English), exactly as written on their online application form
  - Identity Card number
  - The University Department that the student was accepted to (choose from a Drop-down List)
  - Enter the characters you see, as below:

**Account Creation Instructions**

In order to register you need to fill the following form. Your details should be entered in English, as these were given during your registration to the University of Cyprus. If you have a Greek ID and it contains letters you should enter them in Greek.

**User Validation**

English First Name


Middle Initial or Initial of Father Name

English Last Name

ID Number

Department

Type These Letters



**Account Information**

**Security Information**

## 8. Forgotten Username or Password?

Students who have forgotten their Username or Password may find their Username or create a new Password on the webpage <https://iam.ucy.ac.cy/> (click English) by clicking on the appropriate link as seen in the icon below:

## Welcome to the Identity and Access Management Service.

The Identity and Access Management (IAM) service has been established to deliver a unified approach to the authentication, or login, process across the University while also simplifying the creation of an individual's information distributed across systems.

Find below links that will allow you to self modify you account information

- [Access your personal account management page](#)
- [Forgot your username?](#)
- [Forgot your password?](#)



Republic of Cyprus



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9. Before registering into courses, all students should arrange for the payment of any outstanding debts. They are advised to consult the following link for information on the amount of tuition fees they should pay before their registration <http://ucy.ac.cy/graduateschool/en/postgraduate-studies/fees>. Additionally, all students should pay an amount of €30 per year before registering in their courses for the **Student Medical Fund “Neophytos Handriotis”**. **This contribution is paid only electronically via the web address [www.ucy.ac.cy/epayments](http://www.ucy.ac.cy/epayments)**. **For the completion of the payment every student should have a user account at the University of Cyprus and a user account at JCC.**
10. New students should pay the deposit and the first installment of fees, and an amount equal to €30 for the **Student Medical Fund “Neophytos Handriotis”**.
11. Tuition fees can be paid as follows:
  - Directly at the Accounts Office of the University of Cyprus (**Except from the advance payment and the first installment**)
  - At the Bank of Cyprus - Account No.: 0128-05-023773  
IBAN: CY05 0020 0128 0000 0005 0237 7300  
SWIFT: BCYPCY2N  
**Details: I.D. Number & Name of Student (Tuition Fees)**  
**(Except from the advance payment)**
12. In accordance with the Rules of Postgraduate Studies “the University of Cyprus may cancel the registration of students in courses when it is determined that the student has not paid the tuition fees required before the registration”.
13. Classes begin on the **7 of September 2020**. The schedule of classes is available only in Greek. Foreign students are advised to contact their Departments to verify the courses they need to register. The Academic Calendar 2020/2021 is posted in the following link <http://www.ucy.ac.cy/graduateschool/en/postgraduate-studies/academic-calendar>.

14. Students will be able to add a course using the Banner Web system **until the 11 of September 2020** by midnight.
15. Students will be able to drop a course using the Banner Web system **until the 25<sup>th</sup> of September 2020**.
16. The last date for withdrawal from a course is **23 October 2020**. However, this withdrawal is noted on the student's academic record and transcript.
17. It should be noted that there is a fine of €50 per course for late registrations within the semester.
18. For the issuance of the student card the students should apply online through the link <http://ucy.ac.cy/ucycard> (click English). For more information please visit <https://www.ucy.ac.cy/expressservices/en/news-and-announcements> For any further questions and clarifications regarding the use of the BannerWeb system, the students should contact the Graduate School at 22 894044 or the Academic Affairs and Student Welfare Service at 22 894021.