

REGISTRATION IN COURSES FOR THE SPRING SEMESTER OF THE ACADEMIC YEAR 2018/2019

1. All postgraduate students of the University of Cyprus (except the MBA students) will enroll electronically in their courses for the Spring Semester 2018/2019 using the BannerWeb system (the MBA students are advised to contact the MBA office for further information).
2. Students are advised to consult their academic advisor before they proceed with their registration. The BannerWeb system will be open from 9.00 a.m.. The registration schedule is as follows:

PhD students: 8/1/2019 – 11/1/2019

Master students: 9/1/2019 – 11/1/2019

3. Through the BannerWeb system, students can register up to **40 ects**. Those students who wish to enroll to over 40 ects they should complete the special registration form https://portal.ucy.ac.cy/EL/Administrative/Forms_Circulars_Manuals/UCYForms1/EggrafiMore40.docx and submit it to the Graduate School offices on Wednesday, the **9th of January 2019** from 9.00 a.m. to 12.00 o'clock for their registration.
4. To be able 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>
5. Newly admitted students are required to create an electronic account through the website <http://www.ucy.ac.cy/iss/en/register> after the 17 of December 2018. The students, by using Latin characters, are required to enter into the system the following information:
 - 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

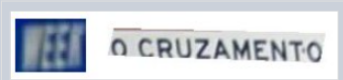
Middle Initial or Initial of Father Name

English Last Name

ID Number

Department

Type These Letters



[Privacy & Terms](#)

Account Information

Security Information

6. 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:

Identity and Access Management



Ελληνικά | English

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?](#)



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 our ideas, actions for development

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7. Before registering into courses, all students should arrange for the payment of any outstanding debts. They are advised to consult the <http://ucy.ac.cy/graduateschool/en/postgraduate-studies/fees> for information on the amount of tuition fees they should pay before their registration. 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. For the completion of the payment every student should have a user account at the University of Cyprus and a user account at JCC.

8. 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”**.
9. 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)
10. 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”.
11. Classes begin on the **14th of January 2019**.
12. Students will be able to add a course using the Banner Web system **until 18 January 2019** midnight.
13. Students will be able to drop a course using the Banner Web system **until 1 February 2019**.
14. The last date for withdrawal from a course is **1 March 2019**. However, this withdrawal is noted on the student’s academic record and transcript.
15. It should be noted that there is a fine of €50 per course for late registrations within the semester.
16. For the issuance of the student card the students should apply online through the link <http://ucy.ac.cy/ucycard>. 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.