

## Registration Procedure for Second Examination

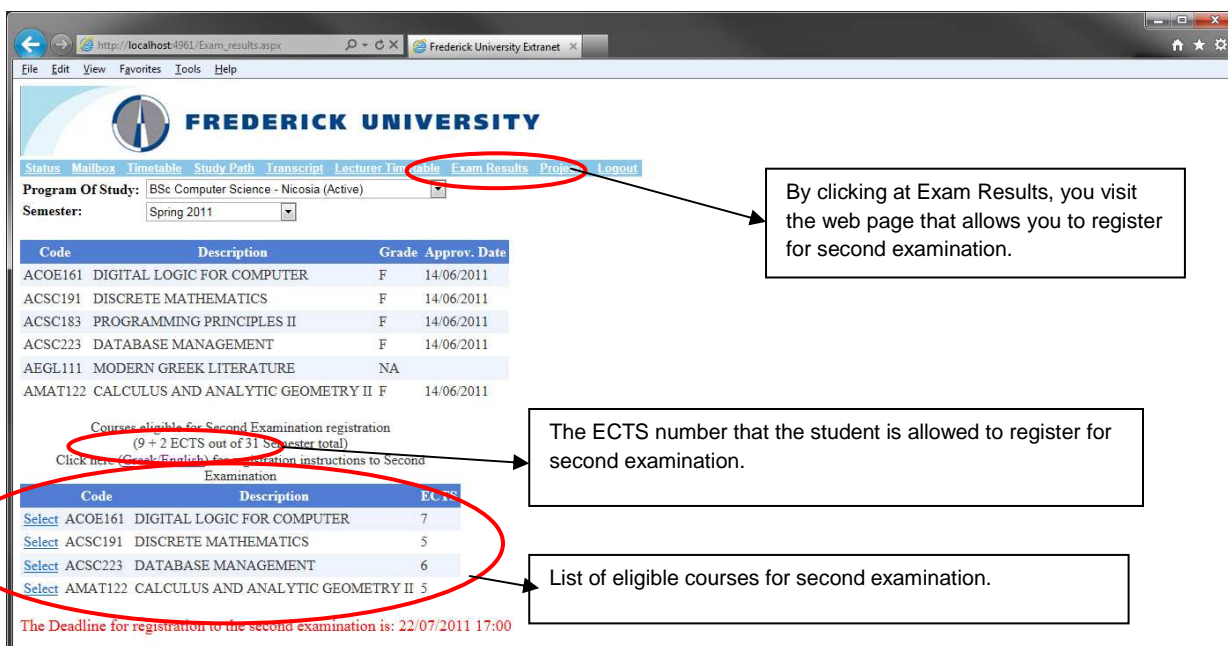
Students can **register online for Second Examination courses**, through the **extranet** information system of Frederick Institute of Technology (<http://extranet.frederick.ac.cy/>). Students are encouraged to communicate with their academic advisors or their Departments to address queries regarding the courses that they wish to select and the implications of their choice in their academic progress (e.g. prerequisites).

The procedure is as follows:

1. Registration can take place between the **4<sup>th</sup>** and the **22<sup>nd</sup> of July**. During this period the registration system will be active.
2. The registration system is accessible in the **Examination Results** page of the **extranet** platform. Specifically, under the list of courses of the Spring semester, a new list is provided that shows all courses the student is eligible to register for second examination. Above this list the maximum number of ECTS credits that the student is allowed to register for second examination appears.
3. Next to each course the **'Select'** option appears which allows the student to select the corresponding course for second examination.
4. When a course is selected (by pressing the 'Select' link) the list showing the student choices (named "Selected Courses") is updated accordingly. Additionally, next to each selected course the **'Delete'** option appears that allows the student to delete a given course from those for second examination.
5. Students are allowed to alter their choices throughout the registration period as many times as they want (by pressing the 'Delete', 'Select' options). At the end of the registration period (**22<sup>nd</sup> of July at 17:00**) no alteration is possible and the existing student choices will be added officially to the system, together with the relevant charges. **Alternations after this date and time are not possible.**
6. The examination timetable for the second examination will be posted online by the Studies Office.
7. The following pages provide an illustrative example.

## An example of a student who is selecting second examination courses

Screen Shot 1



By clicking at Exam Results, you visit the web page that allows you to register for second examination.

The ECTS number that the student is allowed to register for second examination.

List of eligible courses for second examination.

The Deadline for registration to the second examination is: 22/07/2011 17:00

Code	Description	Grade	Approv. Date
ACOE161	DIGITAL LOGIC FOR COMPUTER	F	14/06/2011
ACSC191	DISCRETE MATHEMATICS	F	14/06/2011
ACSC183	PROGRAMMING PRINCIPLES II	F	14/06/2011
ACSC223	DATABASE MANAGEMENT	F	14/06/2011
AEGL111	MODERN GREEK LITERATURE	NA	
AMAT122	CALCULUS AND ANALYTIC GEOMETRY II	F	14/06/2011

Courses eligible for Second Examination registration  
(9 + 2 ECTS out of 31 Semester total)  
Click here (Greek/English) for registration instructions to Second Examination

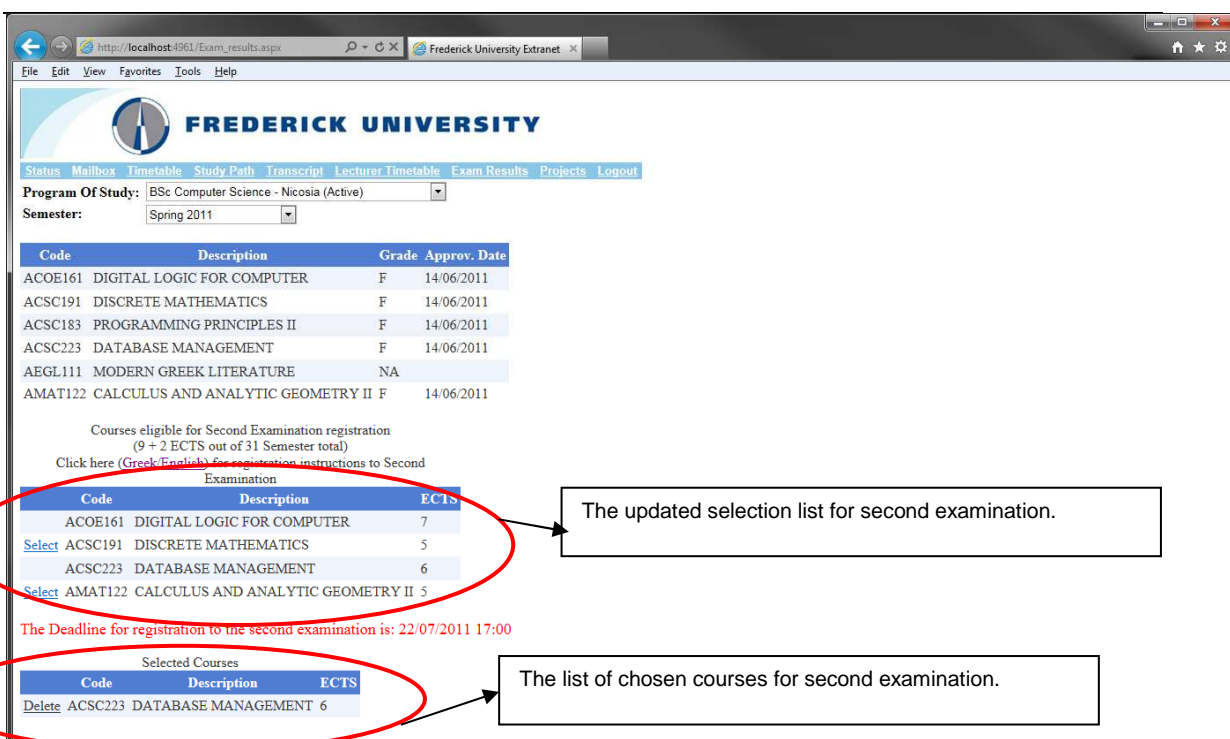
Code	Description	ECTS
Select ACOE161	DIGITAL LOGIC FOR COMPUTER	7
Select ACSC191	DISCRETE MATHEMATICS	5
Select ACSC223	DATABASE MANAGEMENT	6
Select AMAT122	CALCULUS AND ANALYTIC GEOMETRY II	5

In the above screen shot the web page presents the examination results of a student who has failed in 5 courses (ACOE161, ACSC191, ACSC183, ACSC223, AMAT122) (visible when the Exam Results option is selected in Extranet). From these the obtained grades in 4 (ACOE161, ACSC191, ACSC223, AMAT122) make them, as per the second examination regulations, eligible for selection for second examination. These courses appear in a new list beneath the exam results list.

In the title of the second list the maximum ECTS load the student can register for second examination is also provided. This is calculated as the addition of the 30% of ECTS of the semester (i.e.  $0.3 * 31 = 9$ ) plus 2 ECTS (for rounding purposes). Therefore, this student can register for a maximum of 11 ECTS for second examination.

Next to each eligible course the 'Select' option is available for choosing the particular course for second examination.

## Screen Shot 2



The screenshot displays the Frederick University Extranet interface. At the top, there is a navigation bar with links: Status, Mailbox, Timetable, Study Path, Transcript, Lecturer Timetable, Exam Results, Projects, and Logout. Below this, the 'Program Of Study' is set to 'BSc Computer Science - Nicosia (Active)' and the 'Semester' is 'Spring 2011'.

A table lists the student's current exam results:

Code	Description	Grade	Approv. Date
ACOE161	DIGITAL LOGIC FOR COMPUTER	F	14/06/2011
ACSC191	DISCRETE MATHEMATICS	F	14/06/2011
ACSC183	PROGRAMMING PRINCIPLES II	F	14/06/2011
ACSC223	DATABASE MANAGEMENT	F	14/06/2011
AEGL111	MODERN GREEK LITERATURE	NA	
AMAT122	CALCULUS AND ANALYTIC GEOMETRY II	F	14/06/2011

Below the results table, a message states: 'Courses eligible for Second Examination registration (9 + 2 ECTS out of 31 Semester total)'. A link is provided: 'Click here (Greek/English) for registration instructions to Second Examination'.

The 'Examination' section shows a table of eligible courses:

Code	Description	ECTs
ACOE161	DIGITAL LOGIC FOR COMPUTER	7
<a href="#">Select</a> ACSC191	DISCRETE MATHEMATICS	5
ACSC223	DATABASE MANAGEMENT	6
<a href="#">Select</a> AMAT122	CALCULUS AND ANALYTIC GEOMETRY II	5

A red circle highlights this table, with an arrow pointing to a text box: 'The updated selection list for second examination.'

Below this, a red message states: 'The Deadline for registration to the second examination is: 22/07/2011 17:00'.

The 'Selected Courses' section shows a table of chosen courses:

Code	Description	ECTS
<a href="#">Delete</a> ACSC223	DATABASE MANAGEMENT	6

A red circle highlights this table, with an arrow pointing to a text box: 'The list of chosen courses for second examination.'

In screen shot 2, the student commenced the selection of courses for second examination. When the student selects a particular course (in the above example course ACSC223) then the list with the current choices is updated (the third list in the page). The selection list of eligible courses is also updated. Note that for courses ACSC223 that has already been selected, and course ACOE161 whose selection would make the total ECTS of selected courses exceed the maximum threshold of 11 ECTS, the 'Select' option has been removed. Also note that in the list of selected courses next to each selected course the 'Delete' option is available in case the student decides to remove the given course from the selected ones.