

## CORRECT UNIT ENROLMENT & CLASS LIST FOR EACH TERM OF STUDY

### NOTICE FOR STUDENTS AND TEACHING STAFF

**Enrolment into courses is extended till 22<sup>nd</sup> April, 2022 without penalty.**

1. Students whose name is not in the class list is required to enrol in the Student Management System (Banner) first into courses as per Academic Calendar of the term before sitting in class. Students who are sitting in class without enrolling in Banner or only enrolled in Moodle are required to enrol into their courses in Banner immediately. Lecturers are kindly requested to check their class list and advise students to enrol in Banner by 22<sup>nd</sup> April 2022.
2. Students are to check the invoice to see their course appears on the invoice as proof of registration into courses.
3. Students are allowed to do enrolment adjustment (addition, withdrawal or correction) by 22<sup>nd</sup> April 2022.
4. Students can only participate in Lectures, tutorials, Workshops, Laboratories and other activities only if their names appear on the class list for the course of study.
5. Exam results/assessment results will not be accepted for any student who sits in the class without registering into courses.
6. Please write to [cot@fnu.ac.fj](mailto:cot@fnu.ac.fj) for any correction of registration by 22<sup>nd</sup> April
7. The following excerpts from Part V (Page 39) of the University Academic & Student Regulations (UASR) applies:
  - 2.1 Students must comply with the relevant admission, registration into course(s), exemption and transfer procedures applying to each programme or course.
    - 2.1.1 Students are to ensure that the prerequisite and any other criteria as per approved programme structure are met prior to enrolling in a course.
    - 2.1.3 Students who are registered and have paid their enrolment fees shall have their names in the Student Management System generated class list which teaching staff shall follow.
    - 2.1.4 Students shall enroll in the given time frame for enrolment.
    - 2.1.6 Students are to ensure that they have a copy of an approved programme structure.