

STUDENT ACADEMIC SERVICES

Student Academic Services Organizational Functions



- Student Data
- Enrolment
- Administration
- Assessment
- Student Services Centre

Session Topics



- SAS in relation to Postgraduate Studies
- Admissions
- Registering courses
- Tuition invoices & payments
- FNPF Educational Assistance & Sponsored Students
- Useful Links
- Student Services Centre Office

SAS in relation to Postgraduate Studies



- Administer the following :
 - Activate Senate approved programs and courses (semester/ trimester/ flex terms)
 - Admission (new and continuing students).
 - Reactivation of student status (readmission, resumption)
 - Registration/Withdrawal
 - Transfer
 - Change of program
 - Deactivation/ De-registration
 - Exam results
 - Graduation (assessment for completion)

Admissions



- Students are required to apply for and be officially approved by the Faculty for admission to:
 - Postgraduate Certificate/ Diploma
 - Masters (Coursework/ Thesis)
 - PhD (thesis)

- Student admitted on banner according to the program stated on the copy of the Faculty offer letter.

- Applying and approved for two programs (e.g. PGD Dev. Studies and PGD Economics)
 - Only permitted to register courses from one program and cannot register courses from two programs concurrently
 - SAS will admit the student to the first approved program. Complete a Change of Program form if s/he opts for the second approved program

Registering for Courses

- Register for your courses online.
- Courses available on SOLs drop down menu are those that are tagged to your approved program.
 - Students are required to obtain manual approval for courses not shown on their drop down menu.

Tuition Invoices & Payments



- Pay at any Westpac, ANZ Bank or Post Fiji branch.
- USP must receive full payment by **deadline**:
 - Semester based: **1st April**
 - Trimester based: **11th March**
- Deactivation of all registered courses if payment is received **after first payment deadline**
- Revalidation Fee + **outstanding fees** to be cleared in full by:
 - Semester based: **29th April**
 - Trimester based: **8th April**

FNPF Educational Assistance or Sponsored Students



FNPF

- Lodge application with Invoice at FNPF
 - Application form URL link: (www.usp.ac.fj/fnpf_loans)
- Ensure payment is received by USP before **payment deadline** or pay revalidation fee
- FNPF pays tuition only.

Sponsored Students

- Ensure you drop off your sponsorship letter at the Student Services Centre (maintain a copy)

Important Links



Enrolment Pack (www.usp.ac.fj/admissions)

- Important Dates 2011
- Information Starters Guide to Online Registration
- Immigration Information (for non-Fiji citizens only)
- 2011 fee schedule

Forms (<http://www.usp.ac.fj/forms>)

- All standard SAS forms online

Student Services Centre



Location: Communications Building

Opening Hours:

Monday – Thursday: **8am – 6pm**

Friday: **8am – 5pm**

Email: helpdesk@student.usp.ac.fj

Call Centre: Phone: 3231444

Op. Hours: **Mon – Fri: 8 am – 8pm**

THANK YOU!

Any Questions??