

STUDENT SELF SERVICE REGISTRATION

OFFICE OF THE REGISTRAR STUDENT LEVEL USER

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REVISION HISTORY

Version	Date	Name	Description
1.0	03/02/2021	Office of the Registrar	Created
1.0	31/05/2021	Office of the Registrar	Released

INTRODUCTION AND PURPOSE

This process is for all students to register through Student Self Service.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. University Academic and Student Regulations (UASR)

USERS

1. Student

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTRES

1. Office of the Registrar
2. College of Agriculture, Fisheries and Forestry (CAFF)
3. College of Business, Hospitality and Tourism Studies (CBHTS)
4. College of Engineering, Science and Technology (CEST)
5. College of Humanities and Education (CHE)
6. College of Medicine, Nursing and Health Sciences (CMNHS)
7. National Training and Productivity Centre (NTPC)

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open University Information Management System Links <https://self-service.fnu.ac.fj/StudentSelfService/> or <https://b8-ssb-app.fnu.ac.fj/splash.html>

PROCEDURES

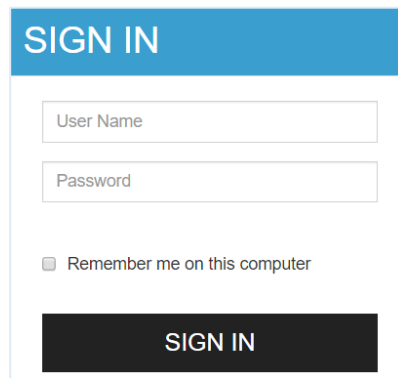
STEPS

1. Registration through Student Self Service

1.1 Open Student Self Service link <https://self-service.fnu.ac.fj/StudentSelfService/>

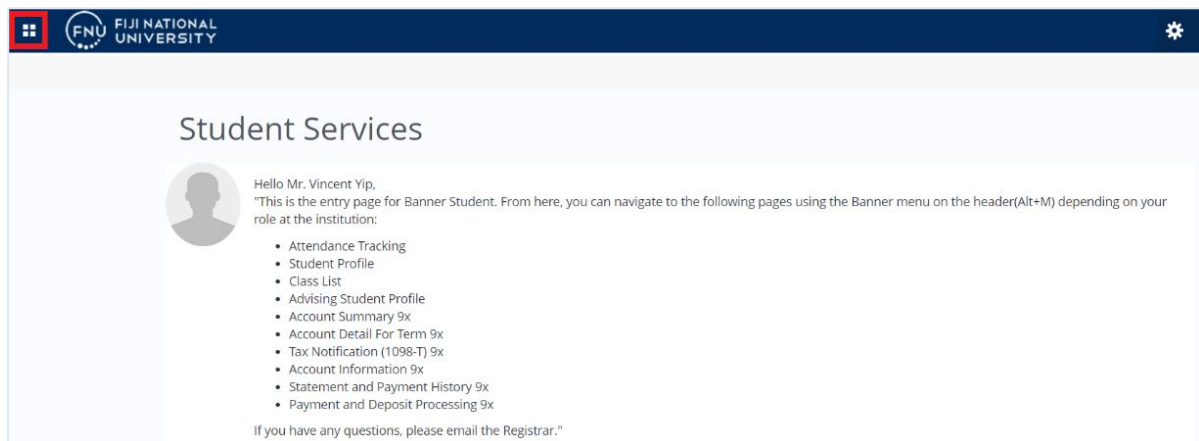
For new students, this link will be provided in the Registration Information Letter.

1.2 Enter student **User Name** and **Password** to sign in.



The screenshot shows a 'SIGN IN' form with a blue header. It contains two input fields: 'User Name' and 'Password'. Below these fields is a checkbox labeled 'Remember me on this computer'. At the bottom of the form is a black button with the text 'SIGN IN' in white.

1.3 Click on **Banner Menu** icon

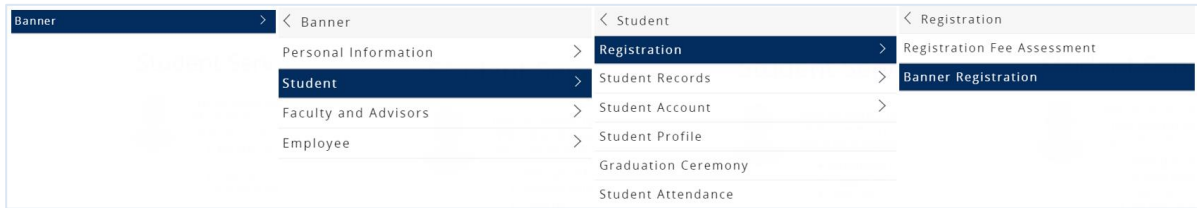


The screenshot shows the 'Student Services' page. At the top is a dark blue header with the FNU logo and 'FIJI NATIONAL UNIVERSITY' text. Below the header, the page title 'Student Services' is displayed. A user profile icon is shown next to a greeting: 'Hello Mr. Vincent Yip, "This is the entry page for Banner Student. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M) depending on your role at the institution:'. A list of services is provided:

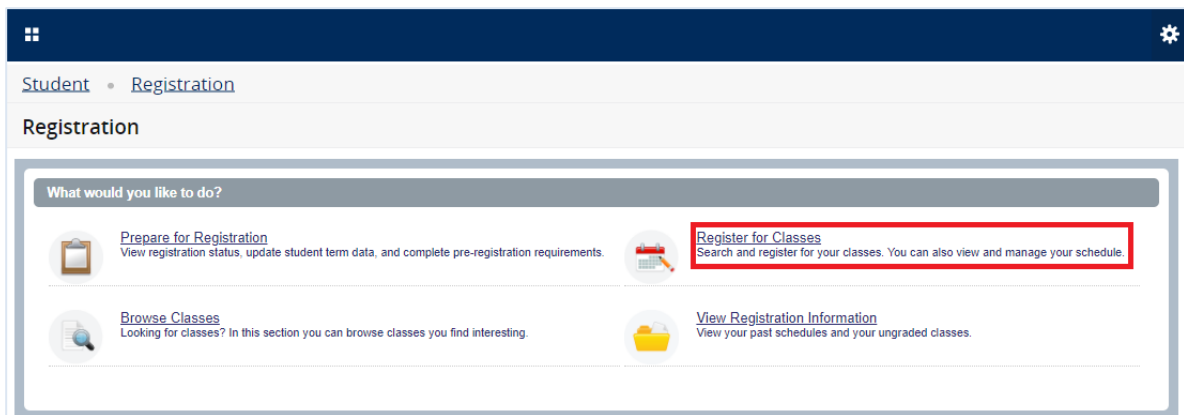
- Attendance Tracking
- Student Profile
- Class List
- Advising Student Profile
- Account Summary 9x
- Account Detail For Term 9x
- Tax Notification (1098-T) 9x
- Account Information 9x
- Statement and Payment History 9x
- Payment and Deposit Processing 9x

At the bottom, it says: 'If you have any questions, please email the Registrar.'

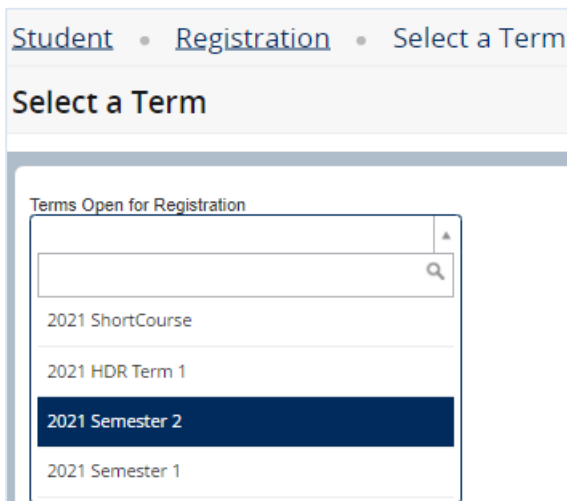
1.3.1 Click **Banner** → **Student** → **Registration** → **Banner Registration**



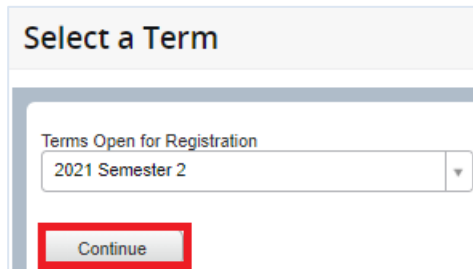
1.4 Select **Register for Classes**.



1.5 Select the **Term** from the drop down menu.



1.6 Click **Continue**.



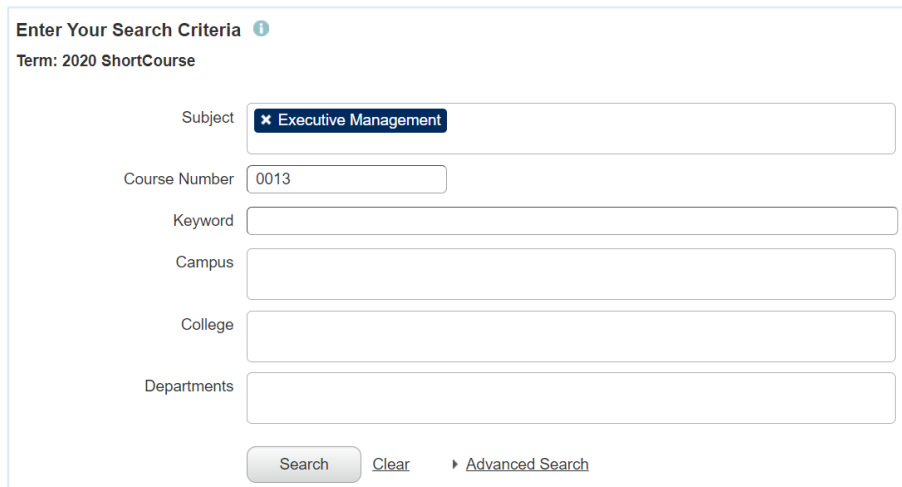
Select a Term

Terms Open for Registration

2021 Semester 2

Continue

1.7 Search for the **Subject, Course Number** that you plan to register in and click **Search**.



Enter Your Search Criteria ⓘ

Term: 2020 ShortCourse

Subject ✕ Executive Management

Course Number 0013

Keyword

Campus

College

Departments

Search Clear ▶ [Advanced Search](#)

This will display a list of all courses, all the components for a Course will be linked as one.

1.7.1 College

1.7.1.1 Select the appropriate CRN/Course Number and click **View Linked** to see linked CRNs.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 7 Classes
Term: 2021 Semester 1 Subject: Dentistry Course Number: 500

CRN	Course Number	Section	CRN	Section	Schedule	Time	Type	Prerequisites	Seats	Linked	Action
DNT 500	Clinical Dentistry I	10034	Yip, Vincent (Primary)	S M T W T F S	08:00 AM - 11:55 AM	Practical	Bu	Pasifi...	20 of 20 seats rem...	Time Conflict	Q View Linked Add
DNT 500	Clinical Dentistry I	10041	Yip, Vincent (Primary)	S M T W T F S	10:00 AM - 11:55 AM	Tutorial	Bul	Pasifi...	20 of 20 seats rem...	Time Conflict	Q View Linked Add
DNT 500	Clinical Dentistry I	10043	Devi, Jyotsna (Primary) Yip, Vincent	S M T W T F S	08:00 AM - 09:55 AM	Class	Bul	Pasifi...	16 of 20 seats rem...	Time Conflict	Q View Linked Add
DNT 500	Clinical Dentistry I	10044	Yip, Vincent (Primary)	S M T W T F S	08:00 AM - 11:55 AM	Class	Bul	Pasifi...	17 of 20 seats rem...	Time Conflict	Q View Linked Add
DNT 500	Clinical Dentistry I	10045	Yip, Vincent (Primary)	S M T W T F S	10:00 AM - 11:55 AM	Class	Bul	Pasifi...	17 of 20 seats rem...	Time Conflict	Q View Linked Add

Page 1 of 1 | 10 Per Page Records: 7

Submit

Do not select an option that has time conflict.

1.7.1.2 Click **Add All** for the linked courses that you wish to take. The selected course will be added in the **Summary** section with **Pending** Status.

Summary Tuition and Fees

Title	Details	CRN	Schedule	Status	Action
Human Biology 2	HBI 504, 0	10198	Tutorial	Pending	Add CRN
Human Biology 2	HBI 504, 0	10199	Lab	Pending	Add CRN
Human Biology 2	HBI 504, 0	10197	Theory...	Pending	Add CRN

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

Submit

1.7.1.3 Click on **Submit** so that the course status can change from **Pending** to **Registered**.

Summary						Tuition and Fees
Title	Details	CRN	Schedule T	Status	Action	
Clinical Dentistry I	DNT 500, 0	10045	Tutorial	Pending	Add CRN	
Accounting Environment	ACC 401, 0	10013	Theory/ ...	Registered	None	
Basic Professional Conce...	NUR 410, 0	10010	Theory/ ...	Registered	None	
Health Assessment & Clin...	NUR 552, 0	10006	Theory/ ...	Registered	None	
Intermediate Macroecono...	ECN 601, 0	10005	Theory/ ...	Registered	None	
Intermediate Macroecono...	ECN 601, 0	10008	Tutorial	Registered	None	
Introduction to Macroecon...	ECN 501, 0	10012	Theory/ ...	Registered	None	
Introduction to Microecon...	ECN 502, 0	10011	Theory/ ...	Registered	None	
Total Hours Registered: 102 Billing: 102 CEU: 0 Min: 0 Max: 999,999.999						
						Submit

All the linked Courses will appear in the Summary.

1.8 The schedule for the week will be shown under the **Schedule** Section.

Schedule							
Schedule Details							
Class Schedule for 2021 Semester 1							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am			✓ Health Assessment & Clinical Decision	✓ Health Assessment & Clinical Decision	✓ Intermediate Macroeconomics		
9am		✓ Basic Professional Concepts & Clinical Decision					
10am						Clinical Dentistry I	
11am							
12pm							
1pm				✓ Introduction to Microeconomics	✓ Health Assessment & Clinical Decision		

1.9 To download schedule Timetable click on **Schedule and Options** and click on the **printer** icon.

Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

Summary

Term: 2021 Semester 2

Title	Details	CRN	Schedule Type	Grade Mode	Level	Date	Status	Message
Human Biology 2	HBI 504, 0	10197	Theory/ Lecture	Standard Letter	Undergraduate	16/06/2021	Registered	**Web Regist...
Human Biology 2	HBI 504, 0	10198	Tutorial	Standard Letter	Undergraduate	16/06/2021	Registered	**Web Regist...

1.10 After clicking the printer icon, select **Save as PDF** and **Save**.

Print 1 page

Destination Save as PDF

Pages All

Layout Portrait

More settings

Save Cancel

6/16/2021 Banner Yip, Vincent

Fiji National University
Yip, Vincent 2021 Semester 2 Schedule
Classification: Year 1 Semester 1 Level: Undergraduate
College: Medicine, Health & Health Sciences Major: Oral Health
Department: Dental Public Health, Paediatric

Title	Course Details	Credits/Week	CRN	Meeting Times
Human Biology 2	HBI 504, 0	0.0	10197	16/06/2021 - 20/06/2021 Wednesday, Friday 08:00 AM - 10:00 AM Dent, Jyotianna Nekia, Anele
Human Biology 2	HBI 504, 0	0.0	10198	16/06/2021 - 20/06/2021 Thursday 12:00 PM - 12:59 PM
Human Biology 2	HBI 504, 0	0.0	10199	16/06/2021 - 20/06/2021 Tuesday 08:00 AM - 08:59 AM Nekia, Anele

Total Hours / Registered: 15 / Billing: 15 / CEU: 0

This is a general view of your term schedule. Download your schedule for a weekly view.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			Human Biology 2	Human Biology 2		Human Biology 2	
9am							
10am							
11am							
12pm					Human Biology 2		

https://banner.fnu.ac.fj/StudentRegistration/GetWebClassRegistration/print 1/1

2. Self Service Drop Course

To drop courses, click on the available **Action** list, choose **Drop CRN** and click **Submit**.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 13 Classes
Term: 2020 ShortCourse Subject: Executive Management

Subject	Course Num	Title	CRN	Instructor	Meeting Times	Campus	Status	
EMG	0013	Creative Sales Negotiation Skills	10066	Tinairaboca, Merelita (Primary)	S M T W T F S 08:00 AM - 09:55 AM	Nabua ...	15 of 20 seats remain.	Add
EMG	0013	Creative Sales Negotiation Skills	10118	Khan, Zainal (Primary)	S M T W T F S 08:30 AM - 04:30 PM	Naceva...	20 of 20 seats remain.	Add
EMG	0014	Transforming Performance with Eff...	10067			Nabua ...	7 of 10 seats remain.	Add
EMG	0016	Human Resource Planning	10073	Tinairaboca, Merelita (Primary)	S M T W T F S 11:00 AM - 11:55 AM	Nabua ...	14 of 15 seats remain.	Add

Search Again

Schedule Schedule Details

Class Schedule for 2020 ShortCourse

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am				Creative Sales Negotiation Skills			
9am							

Summary

Title	Details	CRN	Schedule T	Status	Action
Creative Sales Negotiation ...	EMG 0013, 0	10066	Lecture/...	Registered	None
Transforming Performance ...	EMG 0014, 0	10067	Lecture/...	Registered	Drop CRN

Total Hours | Registered: 10 | Billings: 10 | CEU: 0 | Min: 0 | Max: 999.999.999

Conditional Add and Drop

Submit

The “DROP” option will **not** be available after the course commences.

For dropping courses, contact the Academic Office or email to admission@fnu.ac.fj

Appendix – Student Self Service Flowchart

