

STUDENT SELF SERVICE REGISTRATION

OFFICE OF THE REGISTRAR
STUDENT LEVEL USER

TABLE OF CONTENTS

REVISION HISTORY	1
INTRODUCTION AND PURPOSE.....	2
RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES.....	2
USERS	2
IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTRES	2
BEFORE YOU BEGIN.....	2
PROCEDURES.....	3
1. Registration through Student Self Service	3
2. Self Service Drop Course	9
Appendix – Student Self Service Flowchart	10

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

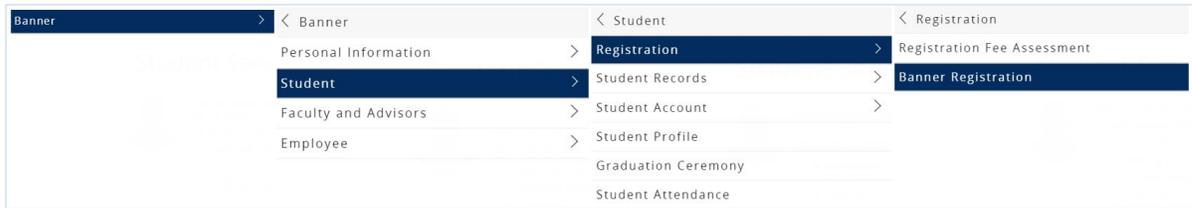
1.1 Open Student Self Service link <https://self-service.fnu.ac.fj/StudentSelfService/>

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

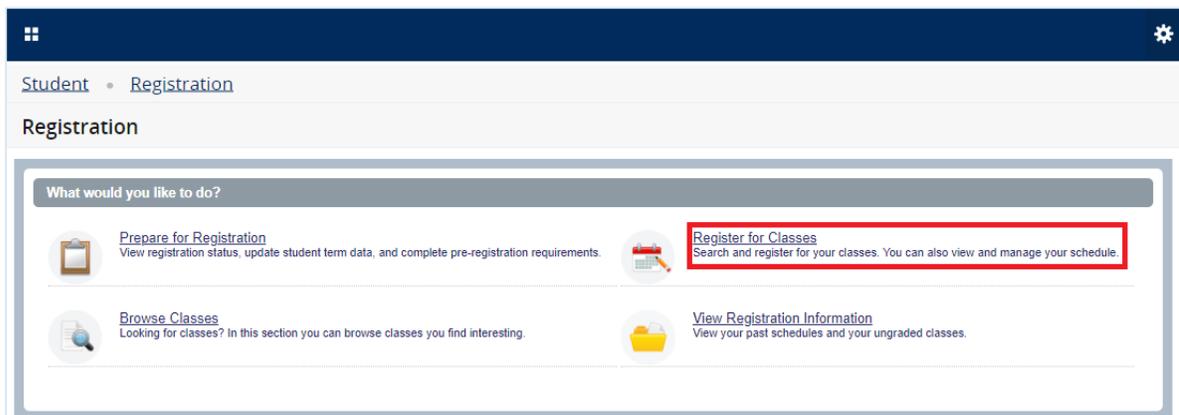
1.2 Enter student **User Name** and **Password** to sign in.

1.3 Click on **Banner Menu** icon

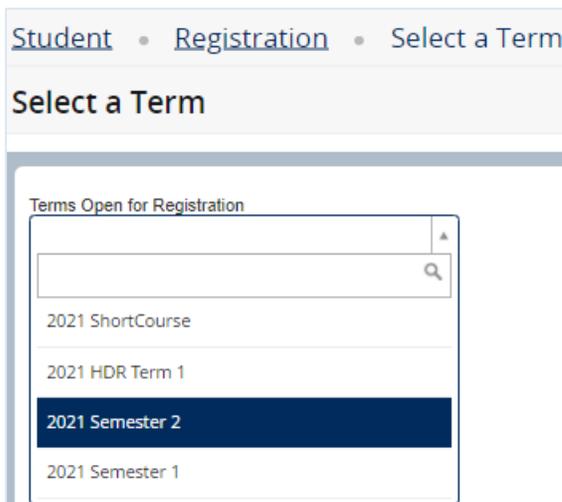
1.3.1 Click **Banner** → **Student** → **Registration** → **Banner Registration**



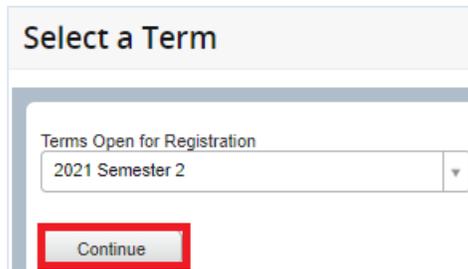
1.4 Select **Register for Classes**.



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



1.6 Click **Continue**.



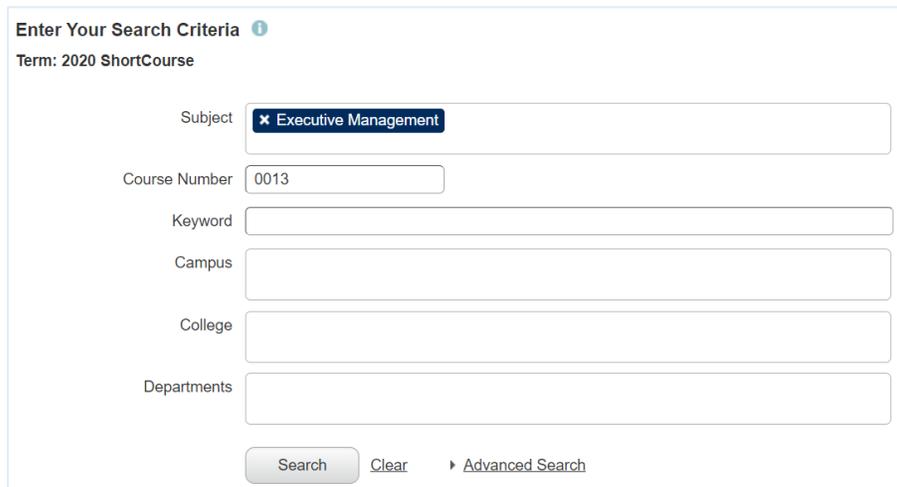
Select a Term

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

Course Number

Keyword

Campus

College

Departments

[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.

The screenshot shows the 'Register for Classes' page with search results for 'Clinical_Dentistry_I' (Course Number: 500). The results table includes columns for CRN, Subject, Section, Instructor, Schedule, Time, Type, and Status. Each row has a 'View Linked' button and an 'Add' button. A 'Search Again' button is in the top right. The page footer shows 'Page 1 of 1' and 'Records: 7'.

CRN	Subject	Section	Instructor	Schedule	Time	Type	Status	Action
10034	Clinical_Dentistry_I		Yip_Vincent (Primary)	S M T W T F S	08:00 AM - 11:55 AM	Practical	20 of 20 seats remaining Time Conflict	View Linked Add
10041	Clinical_Dentistry_I		Yip_Vincent (Primary)	S M T W T F S	10:00 AM - 11:55 AM	Tutorial	20 of 20 seats remaining LINKED	View Linked Add
10043	Clinical_Dentistry_I		Devi_Jyotsbna (Primary) Yip_Vincent	S T W T F S	08:00 AM - 09:55 AM	Class	16 of 20 seats remaining LINKED	View Linked Add
10044	Clinical_Dentistry_I		Yip_Vincent (Primary)	S M T W T F S	08:00 AM - 11:55 AM	Class	17 of 20 seats remaining Time Conflict	View Linked Add
10045	Clinical_Dentistry_I		Yip_Vincent (Primary)	S M T W T F S	10:00 AM - 11:55 AM	Class	17 of 20 seats remaining LINKED	View Linked Add

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.

The screenshot shows the 'Summary' section with a table of added courses. The table has columns for Title, Details, CRN, Schedule, Status, and Action. The status for all courses is 'Pending'. A 'Submit' button is at the bottom right. Below the table, it shows 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999'.

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

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	
<i>Clinical Dentistry I</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 & ...					
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**.

6/16/2021 Banner Yip, Vincent

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

Title	Course Details	Credits/Hours	CRN	Meeting Times
Human Biology 2	HBI 504, 0	0.0	10197	16/06/2021 - 20/11/2021 Wednesday, Friday 08:00 AM - 10:00 AM Dent, Jyotianna Nekou, Aneka
Human Biology 2	HBI 504, 0	0.0	10198	16/06/2021 - 20/11/2021 Thursday 12:00 PM - 12:59 PM
Human Biology 2	HBI 504, 0	0.0	10199	16/06/2021 - 20/11/2021 Tuesday 08:00 AM - 08:59 AM Nekou, Aneka

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://www.fnu.ac.fj/StudentRegistration/GetSubClassRegistration/print> 1/1

Print 1 page

Destination Save as PDF

Pages All

Layout Portrait

More settings ▼

Save
Cancel

2. Self Service Drop Course

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

The screenshot displays the Banner registration system interface. At the top, there are navigation tabs: Student, Registration, Select a Term, and Register for Classes. Below this is the 'Register for Classes' section, which includes a search bar and a 'Search Again' button. The search results show a list of classes with columns for Subject, Course Num, Title, CRN, Instructor, Meeting Times, Campus, and Status. Below the search results is a 'Class Schedule' section with a grid showing the schedule for the 2020 Short Course. The 'Summary' section on the right shows details for the selected class, including Title, Details, CRN, Schedule T, Status, and Action. The 'Action' dropdown menu is highlighted with a red box, showing options: None, Drop CRN, and Drop CRN. A 'Submit' button is located at the bottom right of the interface.

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.
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.
EMG	0014	Transforming Performance with Eff	10067			Nabua ...	7 of 10 seats remain.
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.

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

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

