



Cyprus College

New Students Registration to Courses Manual

Cyprus College Student Information System

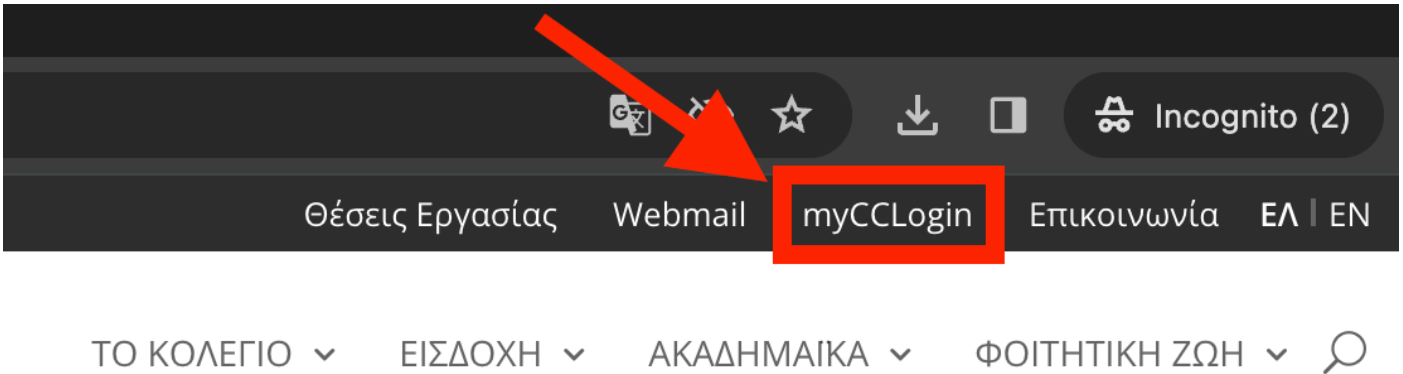
Updated: 28/05/2024



Cyprus College

This is a step by step guide on how new students will login to “Student Admission Portal” for first time of enrolment to courses:

STEP 1: Click on [myCCLogin](#) from Cyprus College Website (top right)



STEP 2: Enter your credentials. Your credentials were sent to you through a welcome email.



Enter EUC or Cyprus College Email:
2024EUC9001@students.euc.a... [Not you?](#)

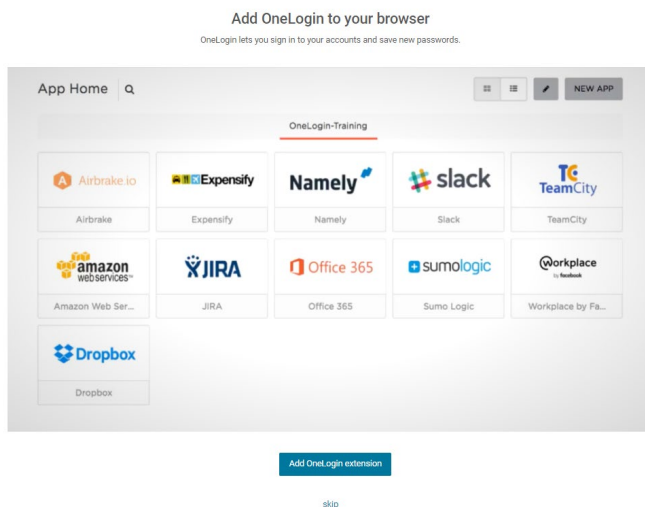
Password
.....

[Continue](#)

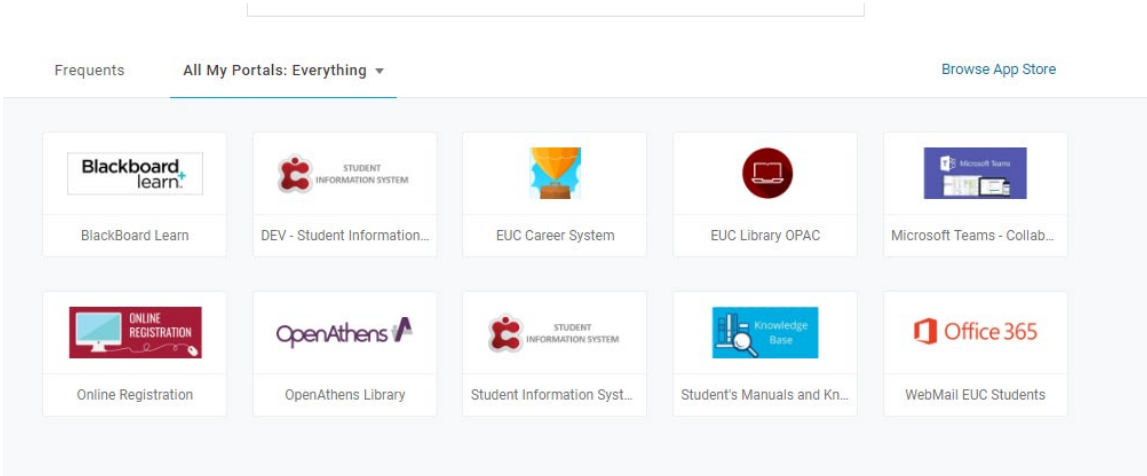
[For instructions on how to login, please click here!](#)

[Forgot Password](#)

STEP 3: In myCCLogin first time login click **skip**.



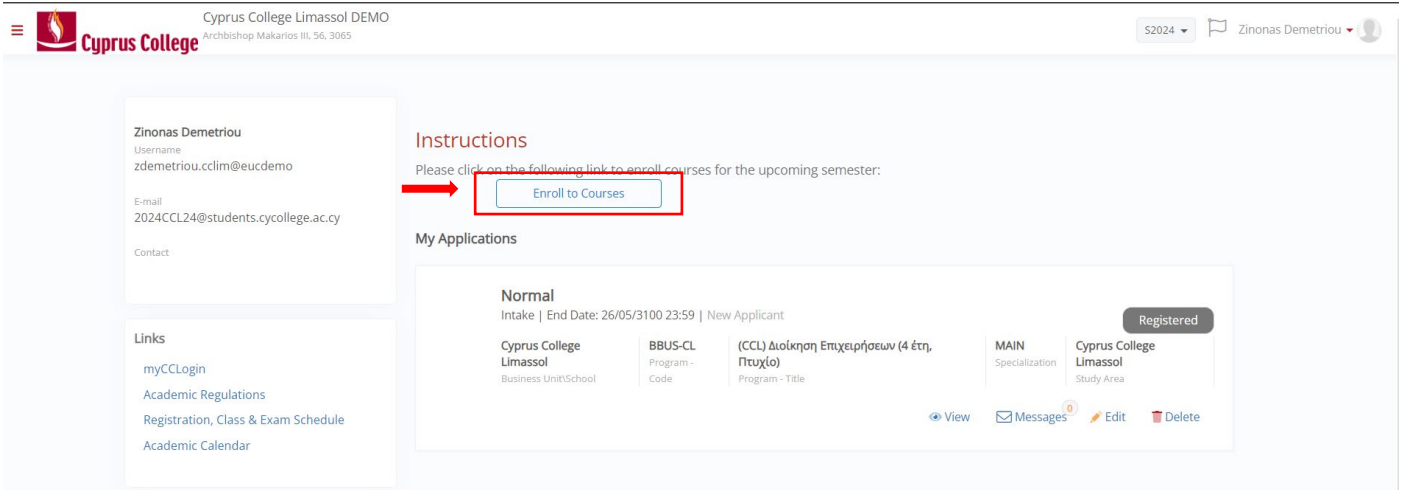
STEP 4: Go to tab “All My Portals” and click on “Student Information System” app.



The screenshot shows the 'All My Portals: Everything' tab selected. The dashboard contains a grid of application tiles:

- Blackboard Learn
- DEV - Student Information System
- EUC Career System
- EUC Library OPAC
- Microsoft Teams - Collaborate
- Online Registration
- OpenAthens Library
- Student Information System
- Student's Manuals and Knowledge Base
- WebMail EUC Students

STEP 5: You will be automatically logged in “Student Admission Portal”. Click “Enrol to Courses”

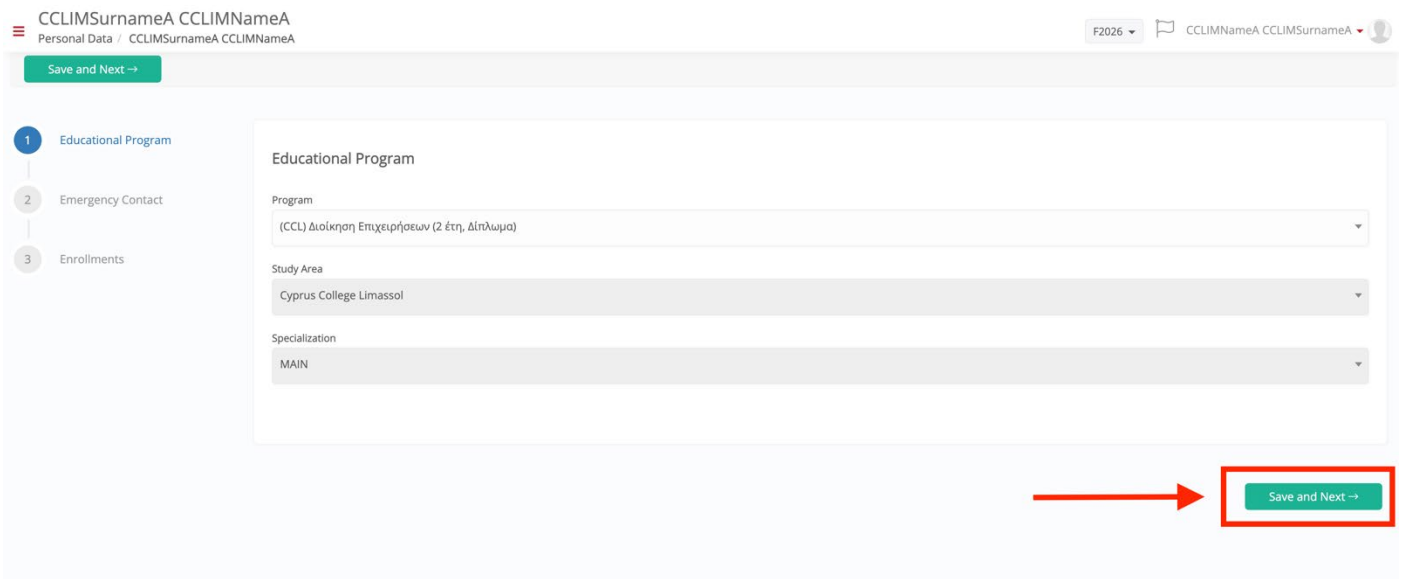


The screenshot shows the 'Student Admission Portal' interface. The user is logged in as Zinonas Demetriou. The 'Instructions' section contains the text: "Please click on the following link to enroll courses for the upcoming semester:". A red arrow points to a button labeled "Enroll to Courses". Below this, the 'My Applications' section shows a table with application details:

Normal	BBUS-CL	(CCL) Διοίκηση Επιχειρήσεων (4 έτη, Πτυχίο)	MAIN	Cyprus College Limassol
Intake End Date: 26/05/3100 23:59 New Applicant	Program - Code	Program - Title	Specialization	Study Area
Cyprus College Limassol Business Unit/School				

Additional actions like View, Messages, Edit, and Delete are visible for the application.

STEP 6: In Educational Program click “Save and Next”



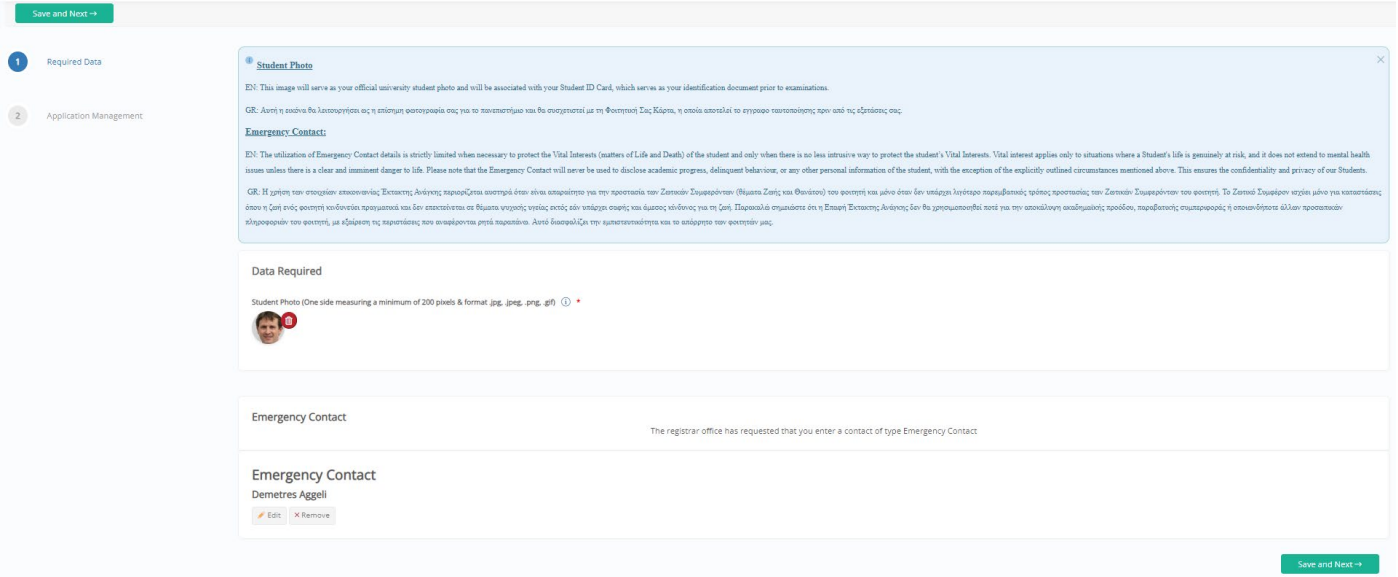
The screenshot shows the 'Educational Program' form. The user is logged in as CCLIMSurnameA CCLIMNameA. The form has a sidebar with steps: 1. Educational Program, 2. Emergency Contact, 3. Enrollments. The main form contains the following fields:

- Program: (CCL) Διοίκηση Επιχειρήσεων (2 έτη, Δίπλωμα)
- Study Area: Cyprus College Limassol
- Specialization: MAIN

A red arrow points to the "Save and Next" button at the bottom right of the form.

STEP 7: In Required Data screen

- (1) Read the information provided.
- (2) Upload Photo (One side measuring a minimum of 200 pixels & format .jpg, .jpeg, .png, .gif)
- (3) “Add Emergency Contact” and enter your emergency contact information.
- (4) Click “Save and Next”



Save and Next →

1 Required Data

2 Application Management

Student Photo

EN: This image will serve as your official university student photo and will be associated with your Student ID Card, which serves as your identification document prior to examinations.


GR: Αυτή η εικόνα θα λειτουργήσει ως η επίσημη φωτογραφία σας για το πιστοποιητικό και θα συσχετιστεί με τη Φοιτητική Στοιχίδα, η οποία αποτελεί το έγγραφο ταυτοποίησης πριν από τις εξετάσεις σας.

Emergency Contact

EN: The utilization of Emergency Contact details is strictly limited when necessary to protect the Vital Interests (matters of Life and Death) of the student and only when there is no less intrusive way to protect the student's Vital Interests. Vital interest applies only to situations where a Student's life is genuinely at risk, and it does not extend to mental health issues unless there is a clear and imminent danger to life. Please note that the Emergency Contact will never be used to disclose academic progress, delinquent behavior, or any other personal information of the student, with the exception of the explicitly outlined circumstances mentioned above. This ensures the confidentiality and privacy of our Students.

GR: Η χρήση των στοιχείων επικοινωνίας έκτακτης ανάγκης παραμένει ανεπαρκής μόνο όταν απαιτείται για την προστασία των ζωτικών συμφερόντων (θέματα ζωής και θανάτου) του φοιτητή και μόνο όταν δεν υπάρχει λιγότερο παρεμβατικός τρόπος προστασίας των ζωτικών συμφερόντων του φοιτητή. Το ζωτικό συμφέρον αφορά μόνο για καταστάσεις όπου η ζωή ενός φοιτητή κινδυνεύει πραγματικά και δεν απαιτείται σε τίποτα λιγότερο επεμβατικό και λιγότερο ενδεχόμενο για τη ζωή. Παρακαλείσθε να σημειώσετε ότι η Έπισημη Έκτακτης Ανάγκης δεν θα χρησιμοποιηθεί ποτέ για την αποκάλυψη ακαδημαϊκών προόδων, παραβατικής συμπεριφοράς ή οποιουδήποτε άλλων προσωπικών πληροφοριών του φοιτητή, με εξαίρεση τις περιπτώσεις που αναφέρονται προηγουμένως. Αυτό διασφαλίζει την εμπιστευτικότητα και το απόρρητο των φοιτητών μας.

Data Required



Student Photo (One side measuring a minimum of 200 pixels & format .jpg, .jpeg, .png, .gif) 

Emergency Contact

The registrar office has requested that you enter a contact of type Emergency Contact

Emergency Contact









Demetres Aggeli

Save and Next →

STEP 8: In Enrolments screen select your courses.

- Courses available for enrolment have the ON/OFF switch. Click on the switch to turn ON the courses that you would like to enroll to.
- Under course section column click on “Please Choose” in order to select the course section. For each course section available you will be able to see the course’s scheduled time, instructor and room number.

(CCL) Διοίκηση Επιχειρήσεων (2 έτη, Δίπλωμα) Cyprus College Limassol		0 Courses	0 ECTS	0 Hours					
Enroll	Course Section	Hours	ECTS 1	ECTS 2	Course Category	Mark	Marking Period		
▼ ABUS-CL  You must register up to 30 credits									
▼ ΠΡΩΤΟ ΤΕΤΡΑΜΗΝΟ  You must register up to 30 credits									
	BUS101-Εισαγωγή στην Επιχείρηση	<input checked="" type="checkbox"/>	Please Choose	3	5	3	Course	--	--
	BUS111-Πεπερασμένα Μαθηματικά	<input checked="" type="checkbox"/>	Please Choose	3	5	3	Course	--	--
	CSC190-Εισαγωγή στους Υπολογιστές και Εφαρμογές	<input checked="" type="checkbox"/>	Please Choose	3	5	3	Course	--	--
	ENH101-Upper Intermediate English	<input checked="" type="checkbox"/>	Please Choose	3	6	3	Course	--	--
	MAR110-Εισαγωγή στο Μάρκετινγκ	<input checked="" type="checkbox"/>	Please Choose	3	6	3	Course	--	--
▼ ΔΕΥΤΕΡΟ ΤΕΤΡΑΜΗΝΟ  You must register up to 30 credits									
	ACC114-Εισαγωγή στη Χρηματοοικονομική Λογιστική	<input type="checkbox"/>		3	6	3	Course	--	--
	ENH102-Advanced English	<input type="checkbox"/>		3	6	3	Course	--	--
	MAR111-Διαφήμιση και Προώθηση Πωλήσεων	<input type="checkbox"/>		3	6	3	Course	--	--
	MGT110-Αρχές Διοίκησης	<input type="checkbox"/>		3	6	3	Course	--	--
	MAT115-Στατιστική I	<input type="checkbox"/>		3	5	3	Course	--	--

<input type="checkbox"/>	Please Choose
<input type="checkbox"/>	Please Choose
<input type="checkbox"/>	Please Choose
<input type="checkbox"/>	Please Choose
<input type="checkbox"/>	Please Choose
<input type="checkbox"/>	Please Choose

BUS101-Εισαγωγή στην Επιχείρηση							
Change Course Section from Course in Student form enrollments.							
Course Sections							
11611							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	1
							2
							Save Close

STEP 9: Click “Save and Final Submit” at the bottom of the screen to submit your enrolment form.

	Enroll	Course Section	Hours	ECTS 1	ECTS 2	Course Category	Mark	Marking Period	
<p>ABUS-CL You must register up to 30 credits</p> <p>ΠΡΩΤΟ ΤΕΤΡΑΜΗΝΟ You must register up to 30 credits</p>									
BUS101-Εισαγωγή στην Επιχείρηση	<input checked="" type="checkbox"/>	11611	3	5	3	Course	--	--	
BUS111-Πεπρασμένα Μαθηματικά	<input checked="" type="checkbox"/>	11612	3	5	3	Course	--	--	
CSC190-Εισαγωγή στους Υπολογιστές και Εφαρμογές	<input checked="" type="checkbox"/>	11619	3	5	3	Course	--	--	
ENH101-Upper Intermediate English	<input type="checkbox"/>		3	6	3	Course	--	--	
MAR110-Εισαγωγή στα Μάρκετινγκ	<input type="checkbox"/>		3	6	3	Course	--	--	
<p>ΔΕΥΤΕΡΟ ΤΕΤΡΑΜΗΝΟ You must register up to 30 credits</p>									
ACC114-Εισαγωγή στη Χρηματοοικονομική Λογιστική	<input type="checkbox"/>		3	6	3	Course	--	--	
ENH102-Advanced English	<input type="checkbox"/>		3	6	3	Course	--	--	
MAR111-Διαφήμιση και Προώθηση Πωλήσεων	<input type="checkbox"/>		3	6	3	Course	--	--	
MGT110-Αρχές Διοίκησης	<input type="checkbox"/>		3	6	3	Course	--	--	
MAT115-Στατιστική I	<input type="checkbox"/>		3	5	3	Course	--	--	
<p>ΤΡΙΤΟ ΤΕΤΡΑΜΗΝΟ You must register up to 30 credits</p>									
ACC115-Εισαγωγή στη Διοικητική Λογιστική	<input type="checkbox"/>		3	6	3	Course	--	--	
COM100-Βασικές Αρχές Επικοινωνίας	<input type="checkbox"/>		3	6	3	Course	--	--	
ECO112-Αρχές της Μικροοικονομίας	<input type="checkbox"/>		3	6	3	Course	--	--	
MGT206-Διοίκηση Μικρών Επιχειρήσεων	<input type="checkbox"/>		3	6	3	Course	--	--	
PSY103-Αρχές Ψυχολογίας	<input type="checkbox"/>		3	5	3	Course	--	--	
<p>ΤΕΤΑΡΤΟ ΤΕΤΡΑΜΗΝΟ You must register up to 30 credits</p>									
BUS231-Απόδοση στη Βιομηχανία	<input type="checkbox"/>		3	6	3	Course	--	--	
ECO114-Αρχές της Μακροοικονομίας	<input type="checkbox"/>		3	6	3	Course	--	--	
LAW112-Εμπορικό Δίκαιο της Κύπρου	<input type="checkbox"/>		3	6	3	Course	--	--	
MGT213-Διοίκηση Ανθρώπινου Δυναμικού	<input type="checkbox"/>		3	6	3	Course	--	--	
<p>ΜΑΘΗΜΑ ΕΠΙΛΟΓΗΣ You must register up to 6 credits</p>									
MAR205-Διοίκηση Ασιατικού Εμπορίου	<input type="checkbox"/>		3	6	3	Course	--	--	
MAR316-Ηλεκτρονικό Μάρκετινγκ	<input type="checkbox"/>		3	6	3	Course	--	--	
<p>ΠΕΜΠΤΟ ΤΕΤΡΑΜΗΝΟ You must register up to 5 credits</p>									
SOC101-Εισαγωγή στην Κοινωνιολογία	<input type="checkbox"/>		3	5	3	Course	--	--	
<p>ΜΑΘΗΜΑΤΑ ΕΛΕΥΘΕΡΗΣ ΕΠΙΛΟΓΗΣ</p>									

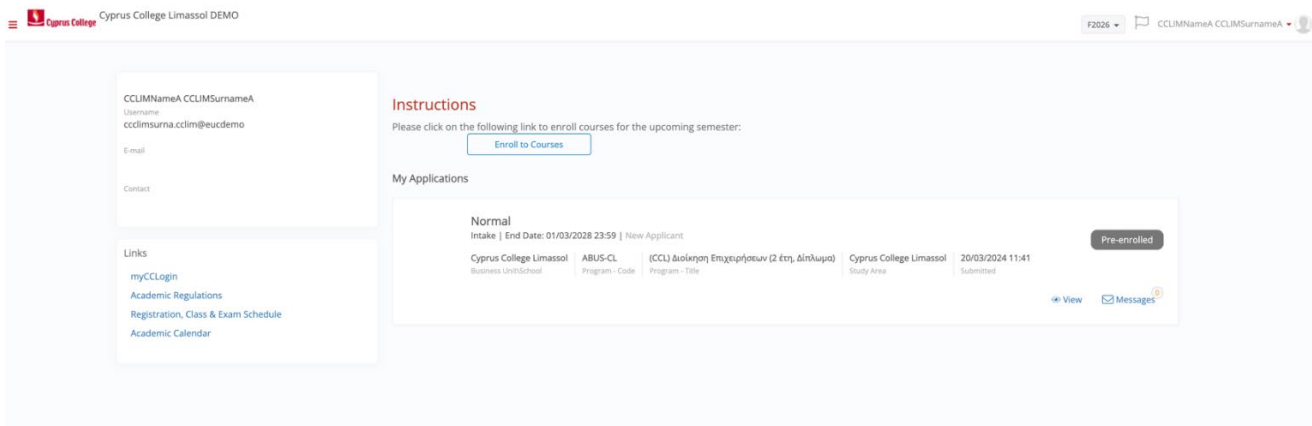
STEP 10: You will receive the following message. Click “Yes” to finalize submission.

“You have successfully submitted your online enrollment request. Your academic advisor will review your selected courses and you will be notified for the finalization of your courses’ registration.”

By clicking ‘Yes’, you verify that all the information you have entered, including your selected courses, is correct. You will not be able to make any changes once your enrollment request is submitted.

If you wish to make any adjustments, please click ‘No’.”

After your enrolment form is submitted, you will be redirected to the main screen. There, you will see your application in status Pre-Enrolled. This status means that your advisor will check your course section selection and either transfer your status to “Enrolled” or contact you for any changes need to be done. If you see that your status has switched to “Enrolled”, it means that your courses were successfully registered by your advisor, as submitted by you, without any changes.



Cyprus College Limassol DEMO

Instructions

Please click on the following link to enroll courses for the upcoming semester:

[Enroll to Courses](#)

My Applications

Normal
Intake | End Date: 01/03/2028 23:59 | New Applicant

Cyprus College Limassol Business Unit/School	ABUS-CL Program - Code	(CCL) Διοίκηση Επιχειρήσεων (2 έτη, διπλωση) Program - Title	Cyprus College Limassol Study Area	20/03/2024 11:41 Submitted	Pre-enrolled
---	---------------------------	---	---------------------------------------	-------------------------------	--------------

[View](#) [Messages](#)

Links

- myCCLogin
- Academic Regulations
- Registration, Class & Exam Schedule
- Academic Calendar