

Enrolment Checklist

NOTE DOWN YOUR STUDENT DETAILS

- Student ID Number: S _____
- Student Email: S _____@student.usp.ac.fj

ACCEPT OR DEFER YOUR OFFER

- Accept: Proceed to next step
- Defer: Do not register for courses. You may re-apply for the next term.

REGISTER YOUR COURSES

- Download the current USP Handbook & Calendar (www.usp.ac.fj/publications) to view courses under your programme
- Consult your School for more information on your programmes
- Go to www.student.usp.ac.fj; login using your Student ID and Password, and Register for courses under 'My Registrations'

STUDENT ID CARD

- Go to Student Administrative Services (SAS) to get your Photo taken & Student ID Card printed

STUDENT PERMIT (REGIONAL STUDENTS)

- Submit your Study Permit Application at SAS within the 1st 2 weeks of lectures.

LECTURE TIMETABLE

- Login to SOLS: www.student.usp.ac.fj and Click on 'My Timetable' to view/edit your timetable. Note: Schedules for Courses registered on Print/Blended/Online can be viewed on the 'Course Outline' available on Moodle

COURSE MATERIALS

- Login to Moodle: www.student.usp.ac.fj, and download your Course Materials. Note: For Print/Blended Mode courses - Present your Confirmation of Registration (printed from SOLS) & your Student ID Card at the USP Book Centre to collect your Course Materials.

SETTLING INTO UNI LIFE

- Go to www.usp.ac.fj/campus to view Campus Life Events & Activities to make your stay at USP more exciting!

If you still need help completing the Enrolment Process, please contact SAS on +679 3231444 or email: admissions@usp.ac.fj