

# SECRETARY'S STUDENT OFFICE

## SASSARI HEADQUARTER - FIORE BIANCO

### STUDENT SERVICE CENTRE "FIORE BIANCO"

Via del Fiore Bianco, 5 - | [cssfiorebianco@uniss.it](mailto:cssfiorebianco@uniss.it)

The Secretariat opens on the following days:

- Tuesday from 10:30 to 12:30
- Thursday from 15:00 to 17:00



For telephone support and to make an in-person appointment at the following times, the department of interest is MEDICINA VETERINARIA

- Monday to Friday from 10:00 to 12:00

### INTERNATIONAL STUDENTS OR THOSE WITH FOREIGN QUALIFICATIONS

It is also possible to carry out the career records of all those with **foreign qualifications** and **international students**. (No Erasmus mobility) of all Departments here (Riferimento: **dott.ssa Maria Rita Cubeddu**, 1<sup>o</sup> floor, [rcubeddu@uniss.it](mailto:rcubeddu@uniss.it), phone: 079229972)

## MEDICINA VETERINARIA

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Via Vienna, 2  
07100 SASSARI

### Secretary's student office

Student service centre "Fiore Bianco", via del Fiore Bianco, 5.

E-mail: [cssfiorebianco@uniss.it](mailto:cssfiorebianco@uniss.it);

dott.ssa Annalisa Dedola, e-mail [cssfiorebianco@uniss.it](mailto:cssfiorebianco@uniss.it) / [adedola@uniss.it](mailto:adedola@uniss.it) – phone: 079229881; cell: 3392917461 (only during reception hours).

### Departmental secretariat contacts

Didactic Manager: dott.ssa Renata Fadda, e-mail [rfadda@uniss.it](mailto:rfadda@uniss.it) – phone: 079229402;

International Mobility Contacts: dott.ssa Barbara Pasqualetto, e-mail: [abpasqualetto@uniss.it](mailto:abpasqualetto@uniss.it); dott.ssa Elisa Meloni, e-mail: [erasmusvet@uniss.it](mailto:erasmusvet@uniss.it)

Tutor Erasmus: Eleonora Turnu – [30045078@studenti.uniss.it](mailto:30045078@studenti.uniss.it)

### Contact person for disabled students and students with ASD

Prof.ssa Maria Vittoria Varoni, e-mail: [varoni@uniss.it](mailto:varoni@uniss.it) – phone: 079 229519

## SELF STUDENTI UNISS

The student has his or her own reserved area of the website, "Self Studenti Uniss" ([self.studenti.uniss.it](http://self.studenti.uniss.it) – [uniss.esse3.cineca.it/Home.do](http://uniss.esse3.cineca.it/Home.do)) available 24 hours a day/365 days, where you can consult (after authentication with your access credentials) all the references to your enrolment and university career. This is a real Virtual Secretariat, from which you can in particular:

- Consult a SYNTHETIC CHART of your enrolment status, fees, open calls and study plan;
- Modify your PERSONAL DATA, address, references, email, telephone, etc.;
- Consult the historical list of your ENROLLMENTS;
- Consult and register for the EXAM SESSIONS for the subjects in your syllabus, indicating the opening/closing dates for registration and the reference session;
- Consult your UNIVERSITY CAREER, with the BOOKLET and all the courses, the CFUs, the available appointments and the ACADEMIC YEAR OF FREQUENCY;
- Requesting a change of course or order;
- Apply for transfer to another university;
- To authorise the University to retrieve data from the INPS database regarding the ISEE income of the family nucleus;
- Check the status of PAYMENTS, both historical and outstanding;
- Consult and modify your STUDY PLAN;
- Consult and register for INTERNATIONAL MOBILITY COMPETITIONS (ERASMUS);
- Consult and register for the STATE EXAMS;

In the reserved section there are also links and references to the general contents of the Uniss.it website, in particular to:

- EDUCATIONAL OFFER: Study courses, Masters, Training courses and Specialisation schools;
- ATHENAEUM INFORMATION: Locations, organisation and regulations;
- OPPORTUNITIES FOR STUDENTS: secretariats, medical services, sports facilities, cultural, social and student associations.

Students are invited to access and monitor their Self Studenti area and confidential messages, as well as the institutional email [@studenti.uniss.it](mailto:@studenti.uniss.it), which will be the main tool the University will use to convey information.

For any reports or assistance with the Uniss Student Self, please contact the Help Desk at the following email address: [helpesse3@uniss.it](mailto:helpesse3@uniss.it)

If you do not remember your access credentials (user and password), you can [reset your password by yourself](#). The system will send your access credentials to the e-mail address you provided during registration (if you wish to change this e-mail address, please send it to the following e-mail address [helpesse3@uniss.it](mailto:helpesse3@uniss.it) copy/photo of an identity document and provide an e-mail address to be entered in the register).