REGISTRATION PROCESS FOR <u>RETURNING STUDENTS</u> 2021/2022 SESSION

IMPORTANT NOTES

1. Registration process is completely online
2. Visit your Department/University website www.ui.edu.ng for Course Advisory and additional information
3. Contact your course level Adviser for inquiries on courses
4. Proceed to the registration portal for payment and course registration
5. Login again to the portal after registration to confirm approval of registered courses
6. You can only Register for Courses after Successful Payment of Fees
7. Check your institutional email for instructions on how to proceed to Lectures
8. If you have not accessed the University student email before, go to gmail.com, Your username is a combination of first character of your first name, your surname and last 3 digits of your Matriculation number (e.g. rbogunro456@stu.ui.edu.ng). Your initial password is "password". You will be prompted to change it immediately. If on the other hand you have forgotten your password, CTRL + CLICK on [this link](#) to reset your password
9. Course Registration (including all fee payments, correction on courses registered etc.) ends on February 21,2022
10. Two weeks of Extension thereafter attracts late registration fee of ₦10, 000.00.
11. Deadlines will be strictly enforced

PAYMENT STEPS

- Click on Existing Students Login
- Enter Matric Number
- Enter password
- Click on LOGIN

Step 1:
You are required to LOGIN to your portal account FIRST *Step 2:*
Once you are logged in, the portal opens with the default FEE PAYMENT page in view.
Step 3:

Click on PAY YOUR FEES at the top right corner of that page.
Step 4:
Select the fee type by checking the box against your preferred fee type and click on Add Selected Items to my Fees List and further click on proceed.
Step 5:
Once page refreshes, check the box against "Remita" and click on Post Now
Step 6:
Your fee statement appears. Please NOTE AND COPY out the Reference Number *Step 7:*
Click on Proceed to gateway and wait for the page to refresh.
Step 8:
PLEASE NOTE: The page refreshes with the Remita Platform and all the payment modes can be sighted *Step 9:*
If you choose either of INTERNET BANKING or CARD PAYMENT in steps 1 And 2 above, you can proceed by clicking on your respective bank and proceed with the payment.
Step 10:
If however you want to PAY AT THE BANK you are then required to NOTE AND WRITE DOWN the REMITA RETRIEVAL REFERENCE (RRR) and take it to your bank of choice.
Step 11:
With that RRR number, the bank will pay the fees on your behalf and you return to the portal to register/submit your courses.

Kindly note that you will not be able to proceed to Registration without paying the Technology fees amongst others

COURSE REGISTRATION STEPS

-CLICK on the **My Registration** at the top left of the Page or **Course Registration** towards center right of the page.

-Default Course for the academic sessions are displayed on the page.

- You can also Add more courses by clicking **Add Course**

- Enter the **Course Code** and search

- Select the check box when course appears

-Click on add

-when you finish selecting your courses

-**save** and **submit**

Course Registration			x _ □ ?
Your Course Registration for the 2018/2019 Academic Session			**Level Of Study : 400**
			[Change Session	Semester] [Print]

ℹ️ Thank you for registering your courses. You will be informed as soon as it is approved.

FIRST SEMESTER

Course Code	Course Title	Units	
Carry over courses			
No carry over courses!			
Compulsory Courses			
CEF403	Â Sociology of Education	3.0	
CEF407	Comparative Education	3.0	
CHE276	Organic Chemistry II	4.0	
CHE318	Instrumental Methods of Analysis	4.0	
CHE417	Advanced Analytical Chemistry and Applicatons	4.0	
CHE471	Applied Spectroscopy	3.0	
CHE474	Pericyclic Reactions, Heterocyclic and Naturally Occuring Compounds	3.0	
EME411	Basic Concepts in Educational Planning and Administration	3.0	
Required Courses			
Elective Courses			
ASE404	Â Curriculum Development Implication and Revision	3.0	
ASE405	Â Professional Practice III	3.0	
CHE356	Introductory Quantum Chemistry and Statistical Thermodynamics	4.0	

Note: Successfully completed Course forms are to be approved by course level adviser/coordinator. Check your registration status and effect necessary changes before the deadline. Contact the department if unclear

CONTACT FOR GENERAL INQUIRIES AND SUPPORT

Call/Chat: 08034121525; 08136610213   8.00am – 6.00pm

Email: utmeunibadan@gmail.com; ugportal@stu.ui.edu.ng