REGISTRATION PROCESS FOR FRESH STUDENTS - 2021/2022 SESSION

IMPORTANT NOTES

1. Registration process is completely online
2. Contact your course level Adviser for inquiries on courses
3. Login again to the portal after registration to confirm approval of registered courses
4. You can only Register for Courses after Successful Payment of Fees
5. Check with your Department on how to proceed to Lectures
6. Visit your Department / University website www.ui.edu.ng for additional information from time to time
7. Course Registration (including all fee payments, correction on courses registered etc.) ends on February 21,2022
8. Two weeks of Extension thereafter attracts late registration fee of ₦10, 000.00.
9. Deadlines will be strictly enforced

STARTING POINT - VIEW YOUR DETAILS (*Matric number, email address, hall affiliation etc.*)

- Click on New Students Login
- Enter JAMB REGSTRATION Number
- Click on LOGIN
- To access your institutional email, 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 also "password". You will be prompted to change it immediately.

THEN, MAKE NECESSARY PAYMENTS

- Click on Existing Students Login on the portal
- Enter Matric Number
- Enter password (default is "password")
- Click on LOGIN - you will be prompted to change the initial password for the portal

Payment Steps

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:

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

If you desire University hostel accommodation as shown in your details, also make payment at this month. See Accommodation steps on the

AND RETURN THE DAY AFTER ORIENTATION FOR COURSE REGISTRATION

- Click on Existing Students Login, your Matric and your new Password, and Click on LOGIN

Course Registration Steps

Now that you have successfully confirmed payment, you will need to obtain necessary course information from your Department.

Return to the portal to register courses after the orientation programme.

-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.

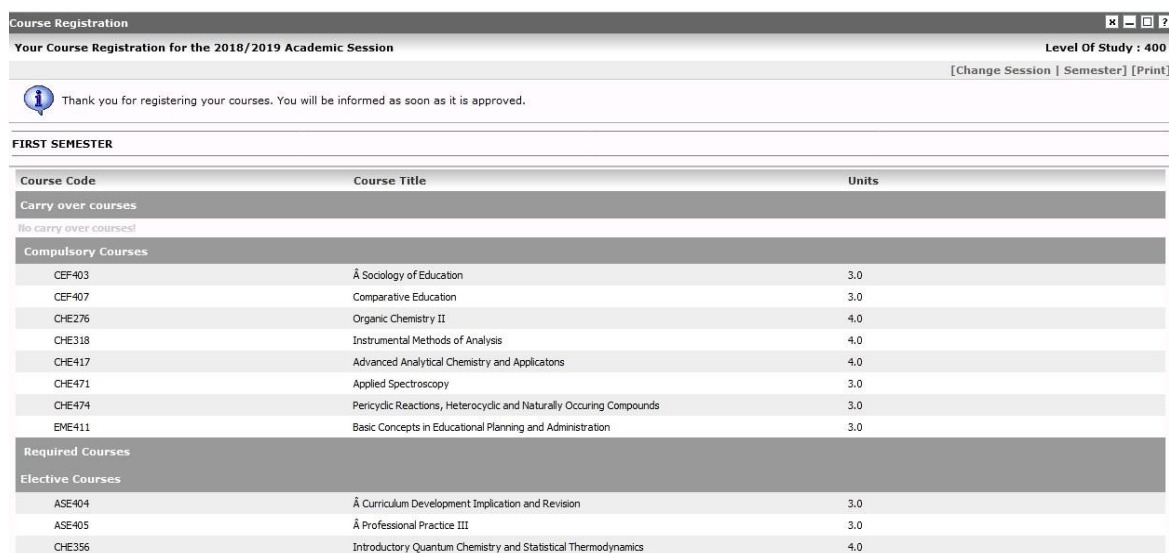- You can also Add more courses by clicking **Add Course**

- 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		☒ ▬ ▢ ?
Your Course Registration for the 2018/2019 Academic Session		**Level Of Study : 400**
		[Change Session | Semester] [Print]

ⓘ 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

NB. Check with your Course Level Adviser if unsure of courses to register for the session

CONTACT FOR GENERAL INQUIRIES AND SUPPORT

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

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