

**2016/2017 ACADEMIC SESSION:
REGISTRATION EXERCISE FOR FRESH UNDERGRADUATE STUDENTS**

The registration exercise for fresh undergraduate students (Full Time) for the 2016/2016 Academic Session shall commence on **Monday, March 27, 2017** at the respective Faculty Boardrooms. Fresh Students, Central Registration Officers, Faculty Officers, Departmental Registration Officers, etc are please expected to take note of the following registration procedures:

REGISTRATION PROCEDURE

(a) Checking of Admission Status and Printing of Admission Slip by Students

All fresh undergraduate students are to visit mis.unijos.edu.ng/ug/portal and select **Admissions** to check the status of the admission and print admission slip.

The admission slip is a notification of programme admitted into to enable the student to check the JAMB brochure and to confirm if he has the minimum entry requirement. Upon positive confirmation, the candidate may proceed to pay pre-registration charge.

(b) Payment of Pre-Registration Charge by Students

After confirming that he/she has the minimum entry requirement for the programme he/she is admitted into, the fresh student proceeds to pay the Pre-Registration Charge by visiting www.remita.net. Pay the prescribed pre-registration charge by following the instruction on the remita portal and then print the official remita receipt for verification.

(c) Verification of Payment of Pre-Registration Fee by Faculty Finance Officer (FFO)

The student proceeds to their respective FFO with their printed remita pre-registration charge receipt and a N50.00 postal stamp for verification. The FFO verifies the receipt upon confirmation of positive payment, issues an official receipt of the University and then generates an access code for the student to use for biodata registration.

(d) Biodata Registration by Students

All fresh undergraduate students whose payment for pre-registration have been verified and issues with official receipt of the University are required to fill their bio-data form online and to print five (5) copies of the form. To do this, the student should visit mis.unijos.edu.ng/ug/portal and then select **Bio-data Registration**

(e) Registration Venues

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| (i) | Faculty of Agricultural Sciences | Bauchi Road Campus |
| (ii) | Faculty of Arts | Naraguta Campus |
| (iii) | Faculty of Education | Naraguta Campus (Permanent Site) |
| (iv) | Faculty of Engineering | Bauchi Road Campus |
| (v) | Faculty of Environmental Sciences | Naraguta Campus (Permanent Site) |
| (vi) | Faculty of Law | Bauchi Road Campus |

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| (vii) | Faculty of management Sciences | Naraguta Campus (Permanent Site) |
| (viii) | Faculty of Medical Sciences | Naraguta Campus (Permanent Site) |
| (ix) | Faculty of Natural Sciences | Bauchi Road Campus |
| (x) | Faculty of Pharmaceutical Sciences | Bauchi Road Campus |
| (xi) | Faculty of Social Sciences | Naraguta Campus (Permanent Site) |
| (xii) | Faculty of Veterinary Medicine | Bauchi Road Campus |

(f) Senate Affairs and Admission Division Clearance (Central Registration)

Fresh students should meet the Central Registration Officers of their respective Faculties at the Registration Centre with the following:

- (i) Evidence of payment of pre-registration charge
- (ii) Clearance slip
- (iii) Original and photocopies of credentials claimed i.e. O Level/ A Level examination results
- (iv) Five (5) copies of completed student's bio-data registration forms
- (v) JAMB Result/Registration slip
- (vi) Birth certificate/sworn declaration of age
- (vii) Indigene certificate or an affidavit from the Federal High Court
- (viii) WAEC/NECO/NABTEB scratch card for results checking and
- (ix) Court affidavit to be of good conduct and non-membership of secret cult

Thereafter, obtain clearance (if successfully screened) and proceed for Faculty registration

(g) Faculty Clearance/Registration

After being cleared by the Central Registration Officers (Senate Affairs and Admissions Division), fresh students should proceed to their Faculty Officers at the Registration Centre (for Faculty clearance/registration) with the following:

- (i) Clearance from the Central Registration Officers
- (ii) Documents listed in (f) above

(h) Payment of School Charge

After clearance by the respective Faculty Officers (FO), fresh undergraduate students should then proceed to pay school charge by visiting **remita.net**. Pay the prescribed charge by following the instruction on the remita portal and print the receipt for verification.

(i) Verification of Payment of School Charge

The student proceeds to their respective Faculty Finance Officer (FFO) with their printed remita school charge receipt and a N50.00 postal stamp for verification. The FFO verifies the receipt upon confirmation of positive payment and then issues an official receipt of the University.

(j) Generation of Matriculation Number

After verification and issuance of University's official receipt for the payment of school charge by the respective Faculty Finance Officers (FO), fresh undergraduate students should then proceed to their respective Faculty Officers for the generation of matriculation number.

(k) Departmental Documentation and Online Registration of Courses

The fresh undergraduate students proceed for online departmental registration by visiting **mis.unijos.edu.ng/ug/portal** and then select **Returning Students Login** then

- (i) Click on **Student**
- (ii) Enter your username (matriculation number) and password (created during biodata registration)
- (iii) Select Course Registration and follow the instructions

Thereafter, print five (5) copies of the acknowledgement of registration of courses and sign as indicated on the form. Submit signed copy of the course registration form to:

- (i) Level Coordinators/Departmental Registration Officer
- (ii) Respective Faculty Officers
- (iii) Senate Affairs and Admission Division
- (iv) Examinations and Records Division
- (v) Student's copy

(l) Hostel Accommodation

Limited hostel accommodation shall be allocated to all students (fresh and returning) who have paid all current (and outstanding school charges) **on a first come first serve bases** upon payment of the prescribed hostel accommodation fee. Interested students are to do the following:

- (i) Collect hostel accommodation clearance form for from Students Affairs Division
- (ii) Visit www.remita.net to pay for and print a remita receipt for the cleared hostel accommodation
- (iii) The student then takes the printed remita receipt for the hostel accommodation and a N50.00 postal stamp to their respective Faculty Finance Officer for verification and issuance of official receipt of the University
- (iv) The student then returns to Students Affairs Division with the verified remita receipt and the official receipt of the University for bed space allocation

(m) Registration in the Library

Library registration is online on the University of Jos website. Print five (5) copies of the library registration form and bring them to the Library at the Bauchi Road Campus for documentation

(n) Registration at the University Health Services Centre

Access to the University's Health Services registration form is online. Note that only chest X-ray and laboratory results from the University Health Services Centre, Teaching Hospitals, Federal Medical Centres and Specialist Hospitals are accepted.

(o) Orientation and Matriculation

Matriculation of fresh undergraduate students is scheduled for Thursday, April 27, 2017

(p) Students Identity Cards

Students' identity cards will be collected prior to commencement of lectures at the Security Office Room 83, Administrative Block, Bauchi Road Campus after completion of medical examination at the University Health Services Centre.

(q) Commencement of Lectures

Lectures for the 2016/2017 Academic Session will commence on Monday, April 24, 2017

(r) Closing Date of Registration

Registration for fresh undergraduate students will end on Friday, April 7, 2017.

Mr. Solomon Anjugu

Deputy Registrar (Senate Affairs and Admissions)

For: Registrar