REGISTRATION PROCEDURES FOR RETURNING STUDENTS

Evangel University welcomes students to the First Semester of 2015/2016 Academic Session and wishes them a fruitful and successful semester in Jesus name Amen.

Procedure for registration of the Returning Students

Returning Students should:

i. submit their fee receipts to the Division of Student Affairs for clearance. The first semester fee is \textbf{₦135,000.00} (one hundred and thirty-five thousand Naira only)

ii. obtain course registration forms from their respective College Officers.

iii. consult with the Academic Adviser/Head of Department for guidance in selecting courses.

iv. after selection of courses, complete the forms appropriately and obtain the signature of their lecturers, academic adviser, Head of department, College Officer and Dean of College.

v. finally, submit completed Course Registration Form to their College Officer in quadruplicates (4 copies).

vi. ensure that they retain a copy for themselves.

NOTE

1. All students are to pay all prescribed fees to any \textbf{Branch of UBA Plc} and obtain receipts from the Bursary Department. They should then proceed to the Student Affairs Officer and obtain fee clearance before reporting to the College Officer for Registration Form. The University Account Number is \textbf{1018366838}. 
2. Late Registration will attract a penalty of ₦5,000.00 after two weeks of normal registration. Late registration with penalty ends two weeks after the closing of normal registration.

3. Course Registration Forms not submitted within stipulated period of four weeks after resumption shall attract a penalty.

4. Students are advised to keep a copy of their Registration form as it might be required in the examination venue.

5. No student will be allowed to write examination in a course for which he/she has not registered.

Head, Academic Affairs
For: Registrar
29th September, 2015
Fresh students should:

1. proceed to any Branch of the United Bank for Africa for the payment of Acceptance Fee of ₦20,000.00 (twenty thousand Naira) and contact the Bursary Department for change of teller to receipt. The University Account Number is 1018366838.

2. proceed to Academic Affairs Office for screening and due clearance.

3. obtain from Academic Affairs Division a clearance letter showing that they have met the requirements for admission and are authorized to pay fees.

4. after issuance of clearance letter proceed to any Branch of UBA Plc for payment of all prescribed fees. First semester fee is ₦135,000.00 (one hundred and thirty-five thousand Naira only)

5. go back to Bursary Department for change of all tellers to receipts and enclose the evidence of payment (photocopies) as part of the required registration materials to be submitted to the Division of Academic Affairs.

6. proceed to the Division of Student Affairs for fee clearance and allocation of accommodation.

7. obtain course registration forms from their respective College Officers.

8. consult with the Academic Adviser and Head of Department for guidance in the selection of courses before completing course registration form.

9. after selection of courses, complete the forms appropriately and obtain the signature of their Lecturers, Academic Adviser, Head of department, College Officer and Dean of College.

10. finally, submit all the completed registration forms to the College officer in quintuplicates (5 copies).
NOTE

- All students are expected to undergo medical examination at the University clinic immediately after registration. The prescribed medical examination form should be completed and returned to the College Officer.

- Completed files should be submitted not later than four (4 weeks) of resumption. Late registration will attract penalty of ₦5,000.00 after two weeks from the commencement of registration.

- Ensure they retain copies of all registration forms for themselves.

- Duly completed and appropriately signed Registration Forms must be submitted within the stipulated period of four weeks after resumption.

- Students are advised to retain a copy of their Course Registration form as it might be required in the examination venue.

- No student will be allowed to write examination in a course for which he/she has not registered.

OFFICE OF THE REGISTRAR
SEPTEMBER 29, 2015