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GUIDELINES AND PROCEDURE FOR UNDERGRADUATE STUDENT ONLINE COURSE REGISTRATION

A. GUIDELINE FOR REGISTRATION

1. Students are to register, print, sign at the appropriate places as shown on the Course Registration Form, make copies and submit to the appropriate offices as stated on the Course Form:

    cc: Dean of Faculty

    Head of Department

    Academic Office

    Information & Communication Technology (ICT) Unit

    The last copy to be retained by student

2. Only students that have completed their online course registration will be eligible to have access to their results online.

3. Students that do not register online will not be allowed to do Semester examinations.

4. Late Registration is available to students on payment of ₦10,000.00 (Ten Thousand Naira Only) Late Registration Fee.

B. NEW PROCEDURE FOR COURSE REGISTRATION

Online Registration

Step 1: Visit acuoyo.net and click the link that is appropriate for your category of studentship at the top of the page.

On the displayed page, supply your Matric Number as your username and password and click **'Log me in'**.

Step 2: Select the **'Course Registration'** button.

Step 3: From the page that loads, select only the Courses that were approved on your manual Course Form by your Level/Course Adviser and select the **'Save'** button.

Step 4: Once satisfied with the selection of courses you have made and saved, select the **'Finalize'** button, the online Course will then be displayed.

Please ensure you sign at the appropriate places as shown on the manual Course Form approved by your Level/Course Adviser in and the printed online Course Registration Form.

Step 5. Make copies and submit to the appropriate offices as stated on the Course Form:

cc: Dean of Faculty

Head of Department

Academic Office

Information & Communication Technology (ICT) Unit

The last copy to be retained by student

Printing Previously Registered Online Course Registration Form(s)

Step 1: Visit acuoyo.net and select the link that is appropriate for your category of studentship at the top of the page.

On the displayed page, supply your Matric Number as your username and password and click **'Log me in'**.

Step 2:

On a system: Move your mouse pointer over the **'Print'** link and select the **'Previous Course Form'** from the roll-out menu.

On a phone or Tablet: Press and hold the **'Print'** link and select the **'Previous Course Form'** from the roll-out menu.

Step 3:

From the page that loads, select the **'Session'** and **'Semester'** of the Course Form(s) you want to print, supply your Matriculation Number in the '**Enter Your Matric Number**' space and select the **'Submit'** button.

Step 4:

The Course Form for which you made selection for will then be displayed; provided you have already registered online for the Semester and Session that you selected.

Please ensure you sign at the appropriate places as shown on the printed online Course Registration Form.

PLEASE NOTE: If you do not see any courses listed on the displayed Course Form it means that you did not register online for the session and semester you selected. You will need to follow the **PROCEDURE FOR LATE REGISTRATION** to get your course form.

Step 5. Make copies and submit to the appropriate offices as stated on the Course Form:

cc: Dean of Faculty

Head of Department

Academic Office

Information & Communication Technology (ICT) Unit

The last copy to be retained by student

C. REGISTRATION PROCEDURE FOR EXTRA CREDIT(S)

Any student seeking Extra Credits should do the following:

1. Print out your Online Course Registration Form (CRF) up to the maximum 24 credits allowed.

2. Apply for the required Extra Credits at your Faculty through your Level/Course Adviser, to your H.O.D. and to your Dean with the correct Course Codes and Course Units.

3. Bring a copy of the letter of Permission to Register for extra Credits and attach the duly filled CRF to the ICT.

PLEASE NOTE:

1. You can add Courses up to a maximum of Twenty-Four (24) credits.

2. If you have already registered less than the maximum of Twenty-Four (24) credits on your Course Form and you wish to add any course(s) to make it up to the maximum of TwentyFour (24) credits, you will need to follow the Registration Procedure manual and online registration again.

3. To add extra credit(s) to the maximum Twenty-Four (24) already registered for, please follow the Registration Procedure for Extra Credit(s).

4. The maximum number of Credits that can be registered for in any semester, including Extra Credits, is Thirty (30).

5. You can delete a Course by selecting the **'Select Course'** drop-down list under the list of courses you have saved and then clicking the **'Drop Course'** button.

6. You can add other courses by selecting the **'Select Course'** drop-down list at the bottom of the page, selection the course you want to add and then clicking the **'Add Course'** button.

D. PROCEDURE FOR LATE REGISTRATION

For Late Registration of Courses Online Students should:

1. Pay ₦10,000 (Ten Thousand Naira Only) for every Semester for which late Course Registration Form is needed. Please obtain the Account Details from the Bursary Unit of the University. Make photocopies of the front and back of the University Receipt(s)

2. Obtain and fill out Manual Course Registration Form from your Department/Faculty. This manual Course Registration Form does not need to be signed.

3. Take the manual Course Registration Form to the Bursary Unit to confirm FULL PAYMENT of Tuition Fee(s) for each session for which late registration is sought.

4. Check that your picture displays on your online Student Profile, if not, make a digital copy of your Passport Picture available to the ICT Unit.

5. Attach each receipt's photocopy to the relevant Bursary verified manual Course Registration Form and submit at the University ICT Unit.