University of Ibadan

2024/2025 Academic Session (Fresh Students) Payment of Fees and Course Registration Guideline

A. Login on to the portal

1. Log on to https://student-portal.ui.edu.ng on any browser

2. Login details:

Username: your student institutional email or matric number

Password: your last name in lower case (small letters)

3. After successful login you will be prompted to change password before proceeding. Input your old password then create a new password of your choice, confirm new password, and click on update button

B. Payment Steps

- 1. After successful login, your dashboard will be displayed
- 2. Navigate to the Fees section on the side menu list
- 3. Click my fees.
- 4. The following fees are compulsory for all categories of students:
 - a. Bundled fee (100 300 levels) or School fee (400 level and above)
 - b. Technology Levy **To be paid separately.**

c. Utility Levy - To be paid separately.

5. Health Professional levy or Laboratory Professional fee is compulsory for students of the College of Medicine while Special DVM levy is compulsory for students of the faculty of Veterinary Medicine

- To be paid separately
- 6. Click the button besides the fee option you are paying and click Proceed.
- 7. Confirm the correctness of your payment details.

8. Click Proceed to pay.

9. You will be redirected to the Remita payment platform.

10. Select a payment option (card/bank/branch/transfer/remita)

11.Complete payment process as directed in the selected payment option.

C: Confirmation of Payment

1. After successful payment, you will be redirected to the registration portal.

2. Go to Fees, then select Transactions to confirm the status of your payment.

3. If successful, click the view button under *Actions* for payment details. A pdf version can also be downloaded.

4. Remita receipt will be sent to your student email.

5. In the case of a failed transaction for which you were debited, click the refresh icon to update status.

D. Course Registration

The following steps will guide you through the process of course registration for 2024/2025 Academic Session.

Kindly visit <u>https://ui.edu.ng/news/100l-guide-enrollment-lms</u> for guidance on the following amongst others:

- Courses to register
- prerequisites for the courses
- minimum and maximum units to register

Please note that you can only proceed to registration after successful payment of all mandatory fees and levies (bundle fee, technology levy, and utility levy).

Course Registration Steps

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		<u>https://student-</u>
		portal.ui.edu.ng
Universi	ity Of Ibadan	
Guidelines Scroll to read guidelines for freshers and returning students	Login	
Fee Payment and Registration for Freshers and Returning Students	Email / Matric No / Staff No Password	
Dear student, kindly follow the instructions by clicking this hyperlinked for fee payment and registration for 2022_2023 Academic Session.	Forgot your password?	
Note: Students of the College of Medicine should check back for instruction on payments for Health Professional related fees. Thank you.	🖴 Sign in	

2. Click courses on the dashboard



3. Click Course Registration (Confirm that your details are correct and the minimum and maximum units are as obtained from your department)

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				2022 - 2023 🗸
		Home / Student Course Registration		
Dashboard		STATUS	NOT-STARTED	
E Fees	~	FULL NAME	SEGUN OLAGOKE TESTING	
E Forms	~	MATRIC NUMBER	20111	
ID cards	~	DEPARTMENT	MICROBIOLOGY	
Courses	~	LEVEL	300	
My Sponsors		SESSION	2022 - 2023	
>> My Next Of Kins		MINIMUM UNITS	41 UNITS	
My Profile				

4. Scroll down on the page to view available courses within your department.

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			Add Other Cor	urses (†)				2022 - 2023 🗸	
			CODE	TITLE	ТҮРЕ	UNIT	APPROVED	ACTION	
۵	Dashboard		MCB327	Specialized Techniques in Microbiology	COMPULSORY	2	NO	+ ADD	
≡	Fees	~	MCB391	Industrial Attachment	COMPULSORY	3	NO	+ ADD	
=	Forms ID cards	~	MCB323	Environmental Biotechnology	REQUIRED	3	NO	+ ADD	
≡	Courses	~	MCB324	Environmental Microbiology	REQUIRED	3	NO	+ ADD	
٢	My Sponsors		MCB325	Soil Microbiology	REQUIRED	3	NO	+ ADD	
» ©	My Next Of Kins My Profile		MCB326	Introductory to Virology	REQUIRED	3	NO	+ ADD	
E	Log Out				and a supervised		Activ	ate Windows	
			MCB307	Immunology	ELECTIVE	3	NO	+ ADD	

- 5. Under action, click "ADD" and "Okay" for each of the courses listed
- 6. After selecting all the available courses within your department, click the "Add other courses" blue button for additional courses you wish to offer including GES where applicable
- 7. Type the course code in the text box provided (Note that the course code should not have space or any other character).
- 8. Ensure that you select course status on the dialog box before clicking "ADD Course



- 9. Repeat the process to add more courses
- 10. Click "Submit course registration" and "Okay"
- 11. After submission, the course registration could be printed out for your records. Note that the approved status will be "NO" until your course level coordinator approves your registration.



Full Name: Segun Olagoke Testing. Identity Number: 20111 Submitted At: 2023-09-27 18:11:54 Downloaded At: 2023-09-27 18:25:52 Approved: NO

Academic Session: 2022 - 2023 Level: 300 Semester: First Semester Faculty: Faculty of Science. Department: Microbiology Total Unit Registered: 43 Units

Course registration for 2022/2023 academic session

Code	Title	Туре	Unit
MCB307	Immunology	elective	3
MCB322	Bacteriology	elective	3

- 12. You will therefore need to check the portal regularly before closure of registration to confirm approval
- 13. If you have any concerns, kindly contact your course level coordinator/adviser before the closure of registration. Unapproved registration will not be reckoned with for purposes such as attendance, continuous assessment and examination.
- 14. Prior to approval, you may edit your course (add or remove) by clicking the Edit Course Registration

<	C Student-portal ui.edu.ng/app/student/course-regist		stration student-portal.ui.e Are you sure you want t	Ition student-portal.ui.edu.ng says Are you sure you want to edit your course registration? OK Cancel		○ ▷ ઙ ≡ 8 2022 - 2023		
į			MAXIMUM UNITS		50 UNITS			
	Dashboard		UNITS ADDED		43 UNITS			
=	Fees	~		_				
=	Forms	~	Edit Course Registration	Ľ				
≡	ID cards	~	CODE TITLI		TYPE	UNIT	APPROVED	ACTION
≡	Courses	~	MCB307 Imm	unology	ELECTIVE	3	NO	- REMOVE
0	My Sponsors		MCB322 Bact	eriology	ELECTIVE	3	NO	- REMOVE

- 15. Ensure you click "Submit course registration" and "Okay" after editing
- 16. Your registration process is completed **only** when the Approved status on the course form changes to YES

E. Support

For support on payment/registration, send email to <u>ugportal@stu.ui.edu.ng</u>

Information Technology & Media Services

University of Ibadan