

SCREENING OF NEWLY ADMITTED CANDIDATES RESUMES

General Information:

All candidates offered provisional admission for the **2009/2010 academic session** in the University are hereby advised to report for the **central screening exercise at MBA Building at the Ojo Campus of the University.** The screening is to commence on **Thursday, 29th April to Friday, 14th May, 2010, from 9.00 am to 4.00 pm daily.**

1. REQUIREMENTS FOR REGISTRATION:

- a). Original and photocopies of credentials posted online.
- b). Birth Certificate
- c). Six (6) passport photographs
- d). JAMB Notification of results

2. SCREENING STEPS:

i). Admission Officer

- a) Confirmation of names of candidates on the approved list of admission.
- b) Issuance of pre-printed Clearance Form
- C) Endorsement of Clearance Form after confirmation

ii). ICT Officer

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- a). Presentation of original copies of credentials, birth certificates, passport photographs and other relevant documents for screening. This is to ensure that the credentials conform with information posted on-line.
- b). Issuance of withdrawal forms to candidates with deficiencies/candidates with discrepancies in their submissions.
- c). Endorsement of 2009/2010 Clearance Form

iii). Faculty/Departmental Representative:

- a). Presentation of original copies of credentials for screening to ensure that the candidates satisfy Departmental and Faculty requirements for admission into the Departments and Faculty.
- b). Presentation of JAMB notification of results to ensure that the candidate offered provisional admission scored a minimum of **200**.
- c). Issuance of rejection forms to candidates with deficiencies/discrepancies in their O'level requirements.
- d). Validation of notification: Notification of WAEC, GCE, NECO results (in lieu of certificates) **which is more than two years will NOT be accepted for registration.**

iv). **Final Clearance Officer:**

Final endorsement of registration Clearance Forms duly endorsed and stamped to candidates cleared.

v). **Bursary:**

- a). Issuance of Bursary numbers.
- b). Issuance of Bank payment schedule.
- 3. Candidates should thereafter pay on-line and commence course registration with immediate effect.
- 4. Please note that registration of courses for New Students commences after the screening exercise for a period of three [3] months. ***Newly admitted students are hereby strongly advised to strictly adhere to the above procedure.***
- 5. Candidates for screening by the Independent Indigeneship Verification Committee are advised to ***please present themselves for screening before the credentials screening exercise.***
- 6. **PAYMENT OF SCHOOL FEE:**
The University Governing Council has approved that payment of school fee shall be paid in two installments (old and new) as itemized below:

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i). **Old Students:**

₦15, 000 – First Semester
₦10, 000 – Second Semester

ii). **New Students:**

₦20, 000 – First Semester
₦15, 000 – Second Semester

PROCEDURE FOR COURSE REGISTRATION

1. All students should note that Registration of Courses commence on resumption for ***each semester. Students are therefore expected to register twice in a session i.e. at the beginning of each semester.***

2. Students are advised to avail themselves of facilities at the Zenith ICT Centre at the Ojo Campus for registration at no cost.
3. After the payment of School fees, students should proceed to the Bursary in their respective campuses **with proof of bank payment** for a Pin Code for online registration. All duly registered students should download and reproduce four (4) copies of the Course Registration Forms for distribution as follow:
 - a). Head of Department's copy
 - b). Dean's copy.
 - c). Faculty Officer's copy
 - d). Student's copy
4. Students are allowed a maximum of seven (7) weeks for registration and an additional two (2) weeks for late registration. ***(Please note that late registration attracts a penalty fee of two thousand, five hundred naira only N2,500.00).***
5. ***Any student that fails to register within this period ceases to be a bonafide student of the Lagos State University.***
For the purpose of emphasis, Senate would not entertain any application for suspension and resumption of studies for failure to register within the time frame given.
6. ***Add and Delete of Courses:***
Any **student wishing to delete course(s)** will be allowed to do so within the nine (9) weeks of registration.

Any **student wishing to add additional course(s)** will be allowed to do so within the first seven (7) weeks of registration for both first and second semesters.

UNIVERSITY MANAGEMENT