

# SCREENING OF NEWLY ADMITTED CANDIDATES FOR THE 2010/2011 ACADEMIC SESSION

## 1.0 GENERAL INFORMATION:

Successful candidates offered provisional admission for the **2010/2011 academic session** in the University are hereby advised to report for the **Central Screening Exercise** scheduled to hold at the **MBA Building, Ojo Campus of the University on Monday, 14<sup>th</sup> February to Friday, 18<sup>th</sup> March, 2011 from 9.00a.m to 4.00pm.**

## 1.1 Registration Requirements:

- i) Original and photocopies of credentials;
- ii) Birth Certificate/Declaration of age;
- iii) four (4) passport photographs;
- iv) JAMB Notification of result;
- v) IIVC Clearance Certificate from candidates of Lagos State origin and
- vi) WAEC/NECO/GCE/NABTEB scratch card for each result presented.

## 1.2 Screening Steps:

### i) Faculty/Departmental Representative:

- a) Confirmation of candidates' names on the approved admission list.
- b) Issuance of pre-printed Clearance Form.
- c) Presentation of original copies of credentials for screening to ensure that the candidates satisfy Department and Faculty requirements for admission.
- d) Presentation of JAMB notification of results to ensure that the candidate offered admission scored a minimum of **200** and has the required UME subject combination.
- e) Issuance of rejection forms to candidates with deficiencies/discrepancies in their O'level requirements.
- f) 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.**
- g) Stamp and endorse the student clearance form.
- h) Demand for Independent Indigeneship Clearance Certificate from students of Lagos State origin.

### ii) ICT Officer

- 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 to information posted online.

- b) Ensure that the candidates being screened are same with the one that sat for LASU post UTME.
- c) Ensure that original certificate/statement of result of WAEC/NECO/GCE/NABTEB grades tally with those posted online.
- d) Endorsement of 2010/2011 Clearance Form

**iii) Bursary:**

- a) Issuance of Bursary numbers.
- b) Issuance of Bank payment schedule.
- c) Endorse the Bursary column of the student's form.

1.3 Candidates should thereafter pay online and commence course registration with immediate effect.

1.4 Candidates should note that registration of courses for New Students commence 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.***

1.5 Candidates for screening by the Independent Indigeneship Verification Committee are advised to please ***present themselves for screening before the credentials screening exercise.***

1.6 **Payment of School Fee:**

The University Governing Council has approved that payment of school fees shall be in two installments for all students (old and new) as itemized below:

i). **Adebola Adegunwa School of Communication**

**Old Students:**

₦20,000 – First Semester  
₦9,750 – Second Semester

**New Students**

₦25,000 – First Semester  
₦20,000 – Second Semester

ii). **Old Students:**

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

**New Students:**

₦25,000 – First Semester  
₦10,000 – Second Semester

2.0 **PROCEDURE FOR COURSE REGISTRATION:**

2.1 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.*

2.2 Students are advised to avail themselves of facilities at the Zenith ICT Centre at the Ojo Campus for registration at No Cost (FREE OF CHARGE).

2.3 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

2.4 Students are allowed a maximum of seven (7) weeks for registration and an additional two (2) weeks for late registration. *(Students should note that late registration attracts a penalty fee of two thousand, five hundred naira N2,500.00) only..*

2.5 *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.*

2.6 **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.

1.7 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.

**NOTE:** Complaints relating to students academic records should be forwarded to [dpu@lasunigeria.org](mailto:dpu@lasunigeria.org)

## **UNIVERSITY MANAGEMENT**