

## **REGISTRATION PROCEDURE FOR FRESH STUDENTS AND RETURNING STUDENTS FOR 2011/2012 ACADEMIC SESSION**

### **Part A: FRESH STUDENTS**

**Step 1:** Obtain Bursary number online for payment and proceed to pay as advertised.

**Step 2:** Proceed to your Faculty for pre-screening and clearance with **original and three [3] photocopies** of the following documents:

- i. Payment teller
- ii. Credentials namely:
  - a. O' level certificates
  - b. Birth certificates or sworn affidavit of declaration of age
- iii. Letter of undertaking to be of good conduct which must be obtained from any of the following:
  - i. A senior civil/public servant
  - ii. A clergy
  - iii. A royal father
  - iv. Chief executive of a known reputable organization.
- iv. Three [3] passport photographs
- v. Indigene Verification Clearance Certificate (For Lagos State indigenes ONLY)

**NOTE:** **Do not** - 2 - **our documents, they are for** :

**Step 3:** After collecting clearance, proceed to your Depa .../2. Registration Officer (DRO) to collect the following:

- a. The list of courses
- b. PIN Code for online registration
- c. LASU Wireless Network Access Code (WNAC)
- d. Central Registration Clearance Form (Please fill this form carefully and provide CORRECT information. It will be

used by the Central Screening and Verification Committee for the confirmation of your documents and studentship).

**Step 4:** Proceed to University website ([www.lasunigeria.org](http://www.lasunigeria.org)) to do the following:

- a. Update your personal data (format to be collected from the DRO)
- b. Register for first [1<sup>st</sup>] semester courses
- c. Print out the following:
  - I. Main registration form (MRF)
  - II. Course Registration Form (CRF)
  - III. Examination Slip (ES)

**Step 5:** Proceed to the Faculty Bursary with the original copy of your teller to collect your University payment receipt.

**Step 6:** Proceed to your Head of Department (HOD) for the final stage of your registration with the following:

- i. Photocopies of your University payment receipt
- ii. Photocopies of your main registration form (MRF)
- iii. Photocopies of Course Registration Form (CRF)
- iv. Photocopies of Examination Slip (ES)
- v. Photocopies of Central Registration Clearance Form (CRCF)

**Step 7:** Ensure that your forms are duly signed by the Head of Department (HOD) then make three (3) copies of each and distribute as follows:

- i. A copy in the Departmental Office
- ii. A copy in the Faculty Office
- iii. A copy for your Personal records.

**Step 8:** Proceed to the University Health Centre (UHC) for registration and medical screening

**NOTE:**

**All registration processes must be completed within two (2) weeks of resumption, failing which your admission may be forfeited.**

**The University Management wishes you a hitch-free registration and a successful educational life on campus.**

## **Part B: RETURNING STUDENTS**

**Step 1:** Proceed to the designated banks for payment

**Step 2:** Proceed to your HOD to collect your **Registration PIN Code (RPC)** with the following:

- i. Original and photocopy of payment teller
- ii. Letter of undertaking to be of good conduct which must be obtained from any of the following:
  - i. A senior civil/public servant
  - ii. A clergy
  - iii. A royal father
  - iv. Chief executive of a known reputable organization.

**Step 3:** Proceed to University website ([www.lasunigeria.org](http://www.lasunigeria.org)) to do the following:

- a. Register for first [1<sup>st</sup>] semester courses
- b. Print out the following:
  - I. Course Registration Form (CRF)
  - II. Examination Slip (ES)

**Step 4:** Proceed to the Faculty Bursary with the original copy of your teller to collect your payment receipt.

**Step 5:** Proceed to your Head of Department [HOD] for the final stage of your registration with the following:

- i. Photocopies of your payment receipt
- ii. Photocopies of Course Registration Form (CRF)
- iii. Photocopies of Examination Slip (ES)

**Step 6:** Ensure that your forms are duly signed by the HOD then make three [3] copies of each and distribute as follows:

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.../4.

- i. A copy in the Departmental Office
- ii. A copy in the Faculty Office
- iii. A copy for your Personal Records.

**PLEASE NOTE:**

- **Registration commencement date - Monday, 5<sup>th</sup> December, 2011.**
- **All registration processes must be completed within two (2) weeks of resumption, failing which your studentship may be forfeited.**
- **Should the Central Screening and Verification Committee find any of the information provided by you or documents submitted by you as INCORRECT your admission will be withdrawn and fees paid forfeited.**
- **There shall be no LATE registration. Students should please take this with all seriousness.**

**UNIVERSITY MANAGEMENT**