



GENERAL NOTICE ON REGISTRATION POSTGRADUATE AND UNDERGRADUATE (L100-600) REGISTRATION FOR 2nd SEMESTER 2016/2017

Students are to note that Second Semester, 2016/2017 **registration** starts from the 18th January 2017- 1st February, 2017. Grace period starts from **2nd February, 2017-9th February, 2017**. Please note that after the deadline students would be charged **GH¢25.00 a day** as penalty for late registration. **Late registration period** starts from **10th February, 2017 – 17th February, 2017**. **Students would not be allowed to register after 18th February, 2017**.

REGISTRATION PROCEDURE

STEP 1: Payment of Fees

All students are to pay their Academic Fees at any branch of **Societal Generale Ghana Ltd.** and Residential fees (where applicable) at any branch of **Fidelity Bank**. Ensure that you quote correctly your **Index Number/Student Number/Account Number** on all the pay-in-slips.

For the sake of convenience, after payment of fees, students are advised **NOT to visit CSUC Campus** to submit their pay-in-slips before registering.

STEP 2: Academic/ Course Registration

- Students should report to CSUC I.T Support office or **FF 11** on campus for their (username & password) to enable them log into their portal and proceed with the registration of courses.
- Students are kindly advised to pay at least 50% of their fees before registering.
- Online Registration will be available to only students who have paid their fees as required.
- As always been the case, registration by proxy is an offence. Offenders will be dealt with according to the rules and regulations of the university college.

- Students with challenges in the registration of their courses should contact their Departmental Examination Officers or the Senior Assistant Registrar (Academic) for clarification where necessary.

STEP 3: Academic/ Course Registration – Final Stage

- Registration for week days starts at **9.00 a.m.** and ends at **6.30 p. m.** whilst that of Saturday starts at **10.00 a.m.** and ends at **3.00 p. m.**

Charles K. Mainoo

Assistant Registrar (Academic)

For: Senior Assistant Registrar (Academic and Students' Affairs)

Cc: President, Vice President

Registrar

Accountant

Dean, CSUC Business School

Dean, Faculty of Humanities

Dean, Graduate Studies

Quality Assurance Unit

All HODs and Unit Heads

Examination Coordinator