

2018/2019 REGISTRATION PROCEDURE FOR FRESH STUDENTS

To be eligible for clearance as an admitted candidate the conditions set out by the Joint Admissions and Matriculation Board and the Summit University must be met.

JAMB Conditions

1. Candidate's admission must have been approved by the Joint Admissions and Matriculation Board (JAMB) on their Central Admissions Processing System (CAPS).
2. Candidate must have accepted the offer of admission as approved by the JAMB.

Registration Procedure on the University Site

Step I: Update of Profile

1. Go to the Summit University Website (<https://summituniversity.edu.ng>)
2. Click on Check Admission Status link to confirm your admission status.
3. Pay the acceptance fee of Twenty-five Thousand Naira only (N25,000.00) using your ATM Card within two weeks

Step II: Clearance Procedure

1. Go to the Summit University Website (<https://summituniversity.edu.ng>)
2. Click on the Portal link and login with your details.
3. Pay the appropriate University charges as provided in your portal.

Step III: Course Registration Steps

1. After the completion of the Steps above (I – II) interact with your Level Adviser and/or HOD on the Courses to be registered for your Programme.
2. Login to your Portal and update your bio-data carefully on the University Site. You will be required to change your initial Password from your surname to a confidential one known to you alone. Ensure you master your new password off-hand. If you forget your password, the password recovery is available online. Please be mindful of the spellings and arrangements of your names based on the provided template. In addition, you are expected to choose the initial part of your institutional e-mail that you are entitled to as a student.
3. Click on Course Registration link to proceed with your Course registration, as defined by the Level Adviser and/or HOD, thereafter, click submit to allow for the approval of your Level Adviser.
4. Print out your Course Registration Form and interact with your Level Adviser to authenticate the Courses you have selected before submitting the form.

Note: Any Student who fails to authenticate registered Courses with the Level Adviser before submitting does so at his/her own risk, as he/she may be required to pay for Add/Drop Form to make amendment(s).

NOTE:

1. You are expected to pay only N315.00 in addition to the main charges for each payment, thus ensure that there is enough balance in your bank account(s).
2. Upon successful payment, you are required to print the Payment Receipt and four copies of the final Course Registration Form.
3. Forward the FOUR copies of the Form to your Level Adviser College Officer and Bursary Unit for appropriate signatures and collect one copy as yours from the College Office. Keep your copy safely as you would need it for your Examinations and final clearance on graduation.
4. Please note that the supported ATM Cards on the Remita platform for the university payment is Master Cards.

CAUTION:

- YOU ARE ADVISED TO BEWARE OF FRAUDSTERS (LURKING AROUND CAFES, ON-CAMPUS, OUTSIDE THE UNIVERSITY, ETC.) IN THE HANDLING OF YOUR PAYMENT CARD DETAILS.
- BEWARE OF IMPOSTORS WHO SEND TO YOU SMS OR INTERACT WITH YOU WITH PROMISE(S) OF ASSISTANCE (ADMISSION, RESULTS, ACCOMMODATION, ETC.) SUMMIT UNIVERSITY MAINTAINS THE BEST ETHICAL PRACTICES IN HANDLING STUDENT MATTERS.
- REPORT ANY FRAUDULENT ACT OR SUSPICIOUS ACTIVITIES TO THE SECURITY UNIT, SUMMIT UNIVERSITY, OFFA

REGISTRATION PROCEDURE FOR RETURNING STUDENTS

Payment of University and College Charges

1. Visit the Summit University Website (<https://summituniversity.edu.ng>) and click on the Portal link.
2. Click on Login link on the Portal and log-in your Matriculation Number as Username and Date of Birth as your default password.
3. You are required to change your initial password from Date of Birth to a new one which should be confidential and only known to you. You are advised to choose a password that is difficult to guess but memorable to you. In case you forget your password, the password recovery is available online after payment of necessary charges.
4. Please be mindful of the spellings and arrangements of your name during registration.

NOTE: If you are a student of Summit University and your name does not appear on the Standard List, interact with your Level Adviser to confirm your status.

STANDARD LIST

1. Your customised charges and levies would be displayed and you would be requested to make online payment for approved charges, using your ATM Master Card or Internet Banking.

2. If payment is successful, you are to print the payment receipt and four copies of the final course form.
3. If you are in Standard List or Probation, Click on Course Registration link and review your appropriate and relevant courses.
4. Print out preliminary course registration form and present to your Level Adviser, who should authenticate the course you have selected before registration
5. After authentication, go back to the website and register as advised by your Level Adviser. You are to register for courses failed before registering for current level courses. Seek guidance from your Level Adviser.
6. Present the copies of the Registration form to your Level Adviser and College Officer for appropriate signature and collect your copy from the College Office. Keep your copy safely as you would need it for your Examinations.

NOTE: Students are expected to pay only N315.00 as remita charges, in addition to the main charges and thus are to ensure that there is enough balance in their bank account to accommodate the charges.

NOTE: Any Student who fails to authenticate selected courses before registration does so at his risk. Once you pay and register for courses you are expected to offer, you will need to use the Add Drop form to make amendment(s)

IF NOT IN STANDARD LIST

if you are not in standard list, further instructions would be displayed as you may no longer be able to continue programme. You are then advised to fill a change of course form, on account of not being in standard list.

Steps on Change of Courses

1. Click on Intra-University Transfer link
2. Make online payment for change of course form on account of not being in standard list, provided you are qualified.
3. Download the completed form.
4. Submit duly approved Transfer Form to the directorate of Admissions Office for processing and subsequent registration

OTHER ISSUES

ADD AND/OR DROP FORM

NOTE: The form can be accessed after 3 weeks of registration. Processing of ADD Drop form is based on semester and all procedures for actualizing ADD/DROP must be completed within the stipulated period.

Procedures for ADD/DROP

There are two procedures involved. The first is for students who are still within the range of 48 maximum credit and the other is for those seek to register above 48 credit per session.

(A).Students who have concerns regarding registration (e.g. error in registration) can add or drop courses. This should be done online without downloading any form by the affected students. The concerned students are required to pay online and effect changes as approved by their Level Adviser. Students should note that ADD/DROP of courses should

be done within the period stipulated online by the university as lateness will not be condoned.

(B). Procedures for Additional Credit (s) after the normal 48 credits

1. Payment for the Additional credit(s) is done online.
2. The form is printed online from the portal. Note that the permission of the Head of Department and approval of the Dean are required when you are adding above the maximum of 24 credits allowed per semester.
3. The form is to be forwarded to the Registry (Admissions Office) through the Dean with a copy of course Registration Form and payment receipt attached to the form and the approval of the Dean, as related to the (2) above.
4. After approval by Admissions Office. Changes requested will be effected and an alert will also be sent to the concerned student who should print a new Course Registration Form from from the portal. This form supersedes the earlier one.
5. The form is to be forwarded to the Registry (Admissions Office) through the Dean with a copy of Course Registration Form and payment receipt attached to the form and the approval of the Dean, as related to the (2) above
6. After approval by Admissions Office , changes requested will be effected and an alert will also be sent to the concerned student who should print a new Course Registration Form from the portal. This form supersedes the earlier one.
7. The approved Additional Credit Form; Payment Receipt and old Course Form must be attached to the new Course form and forwarded to the Level Adviser College Officer and Bursary Unit for endorsement
8. Please note the Admissions Office will not treat any request for more than 24 credits per semester , if all the requirements in 2 and 3 are not met

PLEASE NOTE THAT YOUR REGISTRATION IS NOT COMPLETE EVEN AFTER SUBMISSION ONLINE UNTIL YOUR FORMS ARE ENDORSED BY YOUR LEVEL ADVISER COLLEGE OFFICER AND BURSARY UNIT WITHIN THE REGISTRATION PERIOD.

PAYMENT PROCEDURE

Student are to note that all payments shall be online and shall be through the use of ATM cards or Internet banking on the university portal.

Note: ATM cards on the Remita platform are supported, include Master Cards

STUDENTS ARE ADVISED TO BEWARE OF FRAUDSTERS IN HANDLING THEIR PAYMENT CARD DETAILS AND REPORT ANY FRAUDULENT ACT TO THE SECURITY UNIT, SUMMIT UNIVERSITY, OFFA.