

UNIVERSITY OF PORT HARCOURT
PORT HARCOURT

MEMORANDUM

From: Registrar	To: All Returning Students (Full-Time, Undergraduate)
Ref. No.: UPH/REG/429	
Date: 28 th February, 2017	

REMINDER

RE: DEADLINE FOR REGISTRATION FOR THE 2016/2017 SESSION

Our memorandum dated 24th January, 2017 on registration for the 2016/2017 session refers.

By the General Regulations and Statement of Academic Policies of the University, any student who fails to pay his/her School Charges and register his/her courses online within the stipulated period, loses his/her studentship for that session. Also, the lost session shall form part of the total duration for the programme.

As you are aware, students who did not pay their School Charges in the previous session(s) cannot process their registration for the current (2016/2017) session. To this end, the Portal has been opened for such students (who are still within the maximum length of time allowed for their programmes) to pay their previous School Charges, that is, clear the backlogs, to enable them to pay and register for the 2016/2017 session.

It should be **noted** that the payment(s) made now, in respect of School Charges of previous session(s) is/are to enable the students concerned to gain access to the platform to pay for and register for the **2016/2017** session and not for purposes of registration for the previous session(s).

Also, be reminded that there is provision for payment of School Charges in two instalments. For those who choose to pay their School Charges in two instalments, upon payment of the first instalment, which is for the First Semester, can only register their First Semester Courses online, now. Such students are required to pay their second instalment and register for their Second Semester Courses online within six (6) weeks of resumption for the Second Semester of the 2016/2017 Session.

Students who are yet to pay their School Charges and register their courses online for the Session/First Semester of the 2016/2017 Session, are by this memo **reminded** to do so before the **deadline (Friday, 10th March, 2017)**

REGISTRATION AS A STUDENT OF THE UNIVERSITY OF PORT HARCOURT WILL ONLY BE VALID IF THE ONLINE COURSE REGISTRATION FORM IS TENDERED BY THE STUDENT AND ACCEPTED BY THE HEAD OF DEPARTMENT.

Note that the on-going registration exercise will end on **Friday, 10th March, 2017.**

This is for your information and compliance.

Thank you.


Mrs. Dorcas D. Otto

cc: Vice-Chancellor
Deputy Vice-Chancellor [Admin]
Deputy Vice-Chancellor [Academic]
Bursar
University Librarian
Provost, College of Health Sciences
Deans of Faculties/Schools
Directors of Academic Units
Heads/Ag. Heads of Department

Ag. Dean, Student Affairs
Ag. Director, ICTC
Chairman, Time-Table Committee
Academic Officer
Deputy Registrar, IPPR
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