

University of Ibadan

2024/2025 Academic Session (Fresh Students)

Payment of Fees and Course Registration Guideline

A. Login on to the portal

1. Log on to <https://student-portal.ui.edu.ng> on any browser

2. Login details:

Username: your student institutional email or matric number

Password: your last name in lower case (small letters)

3. After successful login you will be prompted to change password before proceeding. Input your old password then create a new password of your choice, confirm new password, and click on update button

B. Payment Steps

1. After successful login, your dashboard will be displayed

2. Navigate to the *Fees* section on the side menu list

3. Click *my fees*.

4. The following fees are compulsory for all categories of students:

a. Bundled fee (100 - 300 levels) or School fee (400 level and above)

b. Technology Levy – **To be paid separately.**

c. Utility Levy - **To be paid separately.**

5. Health Professional levy or Laboratory Professional fee is compulsory for students of the College of Medicine while Special DVM levy is compulsory for students of the faculty of Veterinary Medicine

- **To be paid separately**

6. Click the button besides the fee option you are paying and click *Proceed*.

7. Confirm the correctness of your payment details.

8. Click *Proceed to pay*.
9. You will be redirected to the Remita payment platform.
10. Select a payment option (card/bank/branch/transfer/remita)
11. Complete payment process as directed in the selected payment option.

C: Confirmation of Payment

1. After successful payment, you will be redirected to the registration portal.
2. Go to *Fees*, then select *Transactions* to confirm the status of your payment.
3. If successful, click the view button under *Actions* for payment details. A pdf version can also be downloaded.
4. Remita receipt will be sent to your student email.
5. In the case of a failed transaction for which you were debited, click the refresh icon to update status.

D. Course Registration

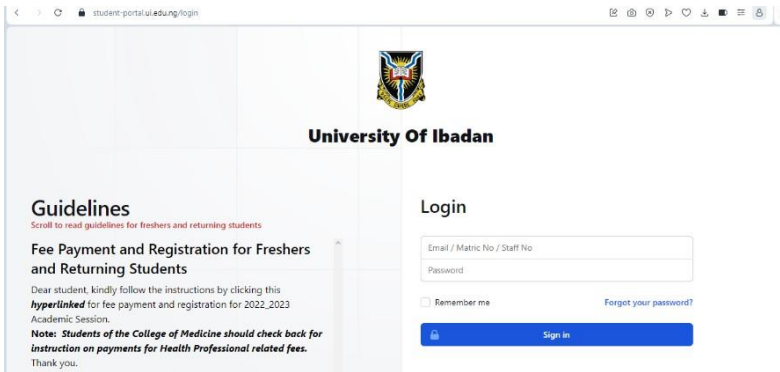
The following steps will guide you through the process of course registration for 2024/2025 Academic Session.

Kindly visit <https://ui.edu.ng/news/100l-guide-enrollment-lms> for guidance on the following amongst others:

- Courses to register
- prerequisites for the courses
- minimum and maximum units to register

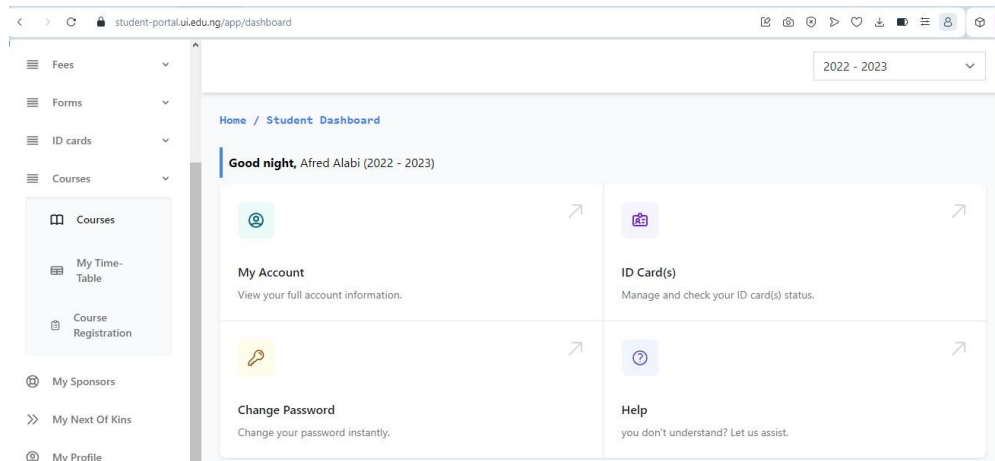
Please note that you can only proceed to registration after successful payment of all mandatory fees and levies (bundle fee, technology levy, and utility levy).

Course Registration Steps

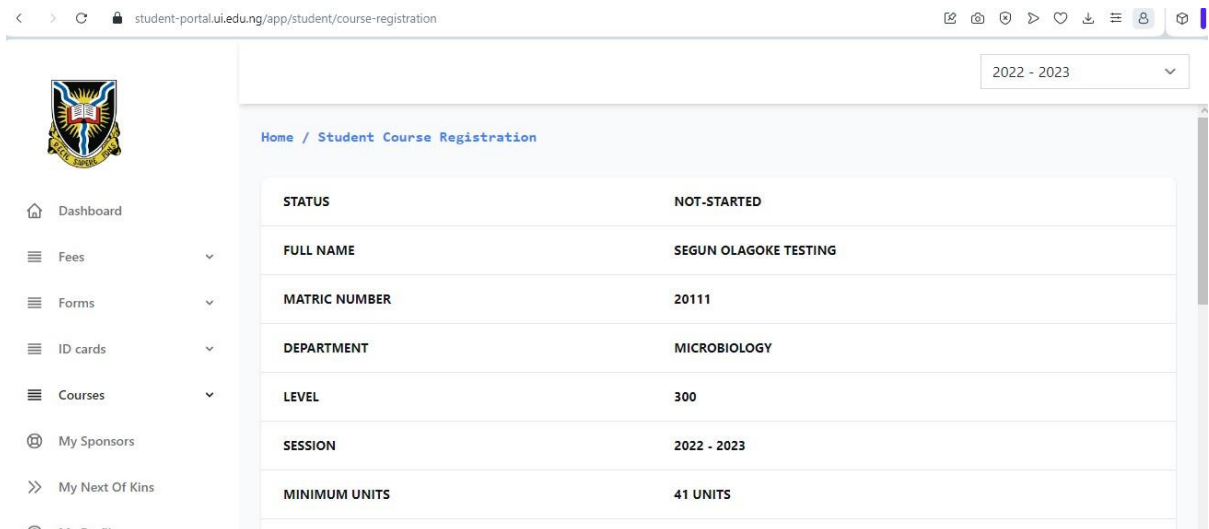


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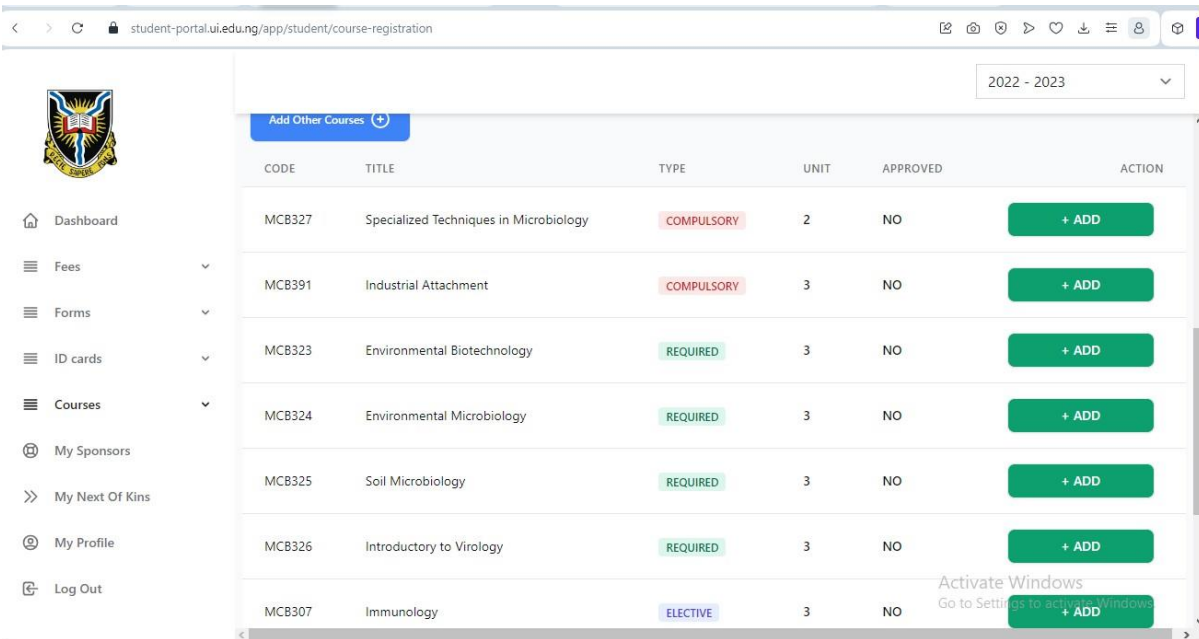
2. Click courses on the dashboard



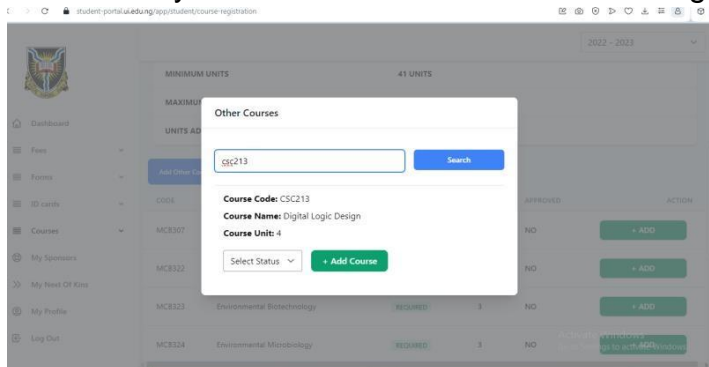
3. Click Course Registration (Confirm that your details are correct and the minimum and maximum units are as obtained from your department)



4. Scroll down on the page to view available courses within your department.



5. Under action, click “ADD” and “Okay” for each of the courses listed
6. After selecting all the available courses within your department, click the “Add other courses” blue button for additional courses you wish to offer including GES where applicable
7. Type the course code in the text box provided (Note that the course code should not have space or any other character).
8. Ensure that you select course status on the dialog box before clicking “ADD Course



9. Repeat the process to add more courses
10. Click “Submit course registration” and “Okay”
11. After submission, the course registration could be printed out for your records. Note that the approved status will be “NO” until your course level coordinator approves your registration.



Academic Session: 2022 - 2023
Level: 300
Semester: First Semester

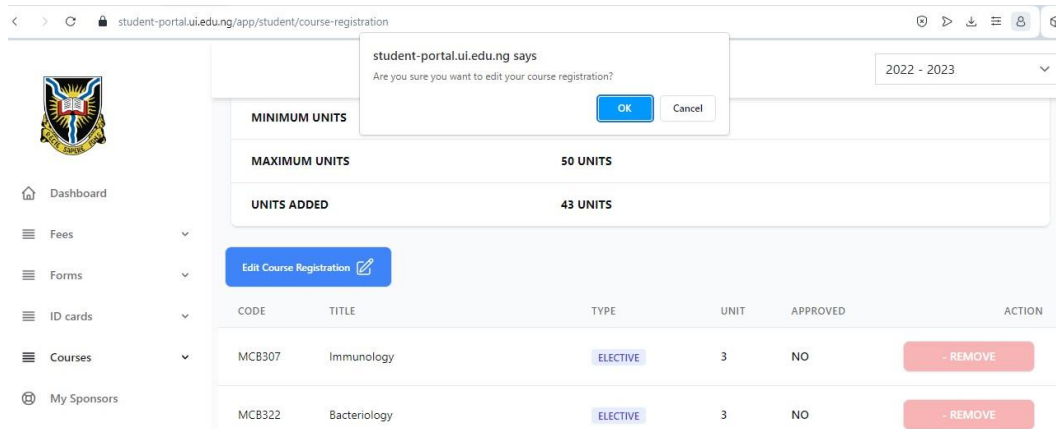
Full Name: Segun Olagoke Testing.
Identity Number: 20111
Submitted At: 2023-09-27 18:11:54
Downloaded At: 2023-09-27 18:25:52
Approved: NO

Faculty: Faculty of Science.
Department: Microbiology
Total Unit Registered: 43 Units

Course registration for 2022/2023 academic session

Code	Title	Type	Unit
MCB307	Immunology	elective	3
MCB322	Bacteriology	elective	3

12. You will therefore need to check the portal regularly before closure of registration to confirm approval
13. If you have any concerns, kindly contact your course level coordinator/adviser before the closure of registration. Unapproved registration will not be reckoned with for purposes such as attendance, continuous assessment and examination.
14. Prior to approval, you may edit your course (add or remove) by clicking the **Edit Course Registration**



15. Ensure you click “Submit course registration” and “Okay” after editing
16. Your registration process is completed **only** when the Approved status on the course form changes to YES

E. Support

For support on payment/registration, send email to ugportal@stu.ui.edu.ng

Information Technology & Media Services

University of Ibadan