

REGISTRATION PROCEDURE FOR RETURNING STUDENTS

1. Visit the Unilorin Website (<https://www.unilorin.edu.ng>) and click on the **Undergraduate Portal** link.
2. Click on **Login**
3. Login using your Matriculation Number as Login ID and your password.

NOTE:

- a) If you are still using the default password of surname, you will be prompted to change it.
- b) You are advised to choose a password that is difficult to guess but memorable to you.
- c) In case you forget your password, the password recovery is available online.

GOODSTANDING

1. If you are in Good Standing or on Probation, click on **Course Registration** link and register for appropriate and relevant courses as defined by your Level Adviser.
 - a) You are to register for courses failed before adding current level courses.
 - b) Seek guidance from your Level Adviser.
2. Print out preliminary course registration form and present to your Level Adviser, who should authenticate the courses you have selected before you make payment.
3. After authentication, return to your portal and complete registration as advised by your Level Adviser.
4. Charges applicable to you will be displayed.
5. Make online payment for the applicable charges using your Visa or MasterCard.

NOTE:

- a) Ensure that there is enough balance in your bank account to accommodate the charges, as you are expected to pay N250.00 only, in addition as bank charges.
 - b) Upon successful payment, print the payment receipt and four coloured copies (**Black and White copies are not acceptable**) of the final course registration form.
6. Present the copies of the course registration form to your Level Adviser and Faculty Officer for appropriate signatures
 - a) Collect your copy from the Faculty Office.
 - b) Keep your copy safely as you would need it for your Examinations.

Note: Failure to authenticate your registered courses with your Level Adviser before payment is at your own risk, as you may be required to pay charges for Add/Drop Form to make amendment(s).

NOT IN GOODSTANDING

- a) If you are not in good standing, further instructions would be displayed as you may no longer be able to continue with your current programme.
- b) You are to apply online to change to a new programme.
- c) You will be expected to pay change of programme fee of N5000.00 only.
- d) Ensure that there is enough balance in your bank account to accommodate the charges, as you are expected to pay N250.00 only, in addition as bank charges.

STEPS ON CHANGE OF PROGRAMME

1. Click on **Change of Programme** link
2. Make online payment for Change of Programme form on account of not being in good standing (provided you are qualified)
3. Complete the form online and submit.
4. Monitor your portal and institutional email to know the status of your application.
5. Applicants from the following Faculties with less than the required CGPA are qualified to transfer, on account of not being in goodstanding:
 - a. Clinical Sciences
 - b. Engineering and Technology
 - c. Life Science (Optometry)
 - d. Pharmaceutical Sciences
 - e. Veterinary Medicine

OTHER ISSUES

ADD AND/OR DROP FORM

NOTE:

- a) The form can be accessed after 3 weeks of registration in the Harmattan Semester and 3 weeks into the commencement of Rain Semester .
- b) 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 for;

- A. Students who are within allowable 48 maximum credits
 - i. For students who need to add or drop courses.
 - ii. You are expected to pay the required N1000.00 charge online.
 - iii. Fill the form online and submit.
 - iv. Monitor your portal and institutional email to know the status of your application.
 - v. Students should note that ADD/DROP of courses should be done within the stipulated period.
- B. Students seeking additional Credit above 48 maximum credits
 - i. For students who need to add or drop courses.
 - ii. You are expected to pay the required N1000.00 charge online.
 - iii. Fill the form online and submit.
 - iv. Monitor your portal and institutional email to know the status of your application.
 - v. Students should note that additional credits request should be done within the stipulated period.

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

PAYMENT PROCEDURE

Students are to note that all payments shall be online and shall be through the use of Visa and MasterCard on the University Portal through the Remita platform.

NOTE: University of Ilorin does NOT accept direct payment to Remita through banks.

BEWARE OF BEING SCAMMED