3Ahmadu Bello University, Zaria, Nigeria

Academic Calendar

2012/2013 Undergraduate Registration Guidelines

Dear Student,

Please go through the following steps to make your fees payment, course registration and accommodation booking (if you are entitled for accommodation).

1. If you are a RETURNING STUDENT, go to Step 2. NEW STUDENTS must be screened, first, before they start registration:
   a. All New undergraduate students should go to their Faculties for screening.
   b. Other students should go to their faculties/institutes/centers for screening.
   c. After screening, go to Step 2.

2. Go to the ABU Web Portal at http://portal.abu.edu.ng

3. Login based on your user category:

<table>
<thead>
<tr>
<th>New Students</th>
<th>Students with username and password</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Students</td>
<td>Students Login</td>
</tr>
<tr>
<td>Please follow the link below to verify your profile, generate a transaction ID, and get login parameters</td>
<td>Already have a username and password? Then login here</td>
</tr>
<tr>
<td>[Verify Profile]</td>
<td>[UserName]</td>
</tr>
<tr>
<td>[Get Login Details]</td>
<td>[Password]</td>
</tr>
<tr>
<td>Login</td>
<td>[Login]</td>
</tr>
</tbody>
</table>

a. Follow the link ... if you forgot your password:

[Forgot Password?]
If you cannot login, report to MIS on portaldevelopment@abu.edu.ng or call any of the listed numbers: 07067430531, 07067430505, 07067430539, 07067430512 *(Calling Hours - Monday to Friday; 10.00am to 4.00pm).*

4. If you login successfully, proceed to Step 5.

5. After login successfully, you will be taken to a page similar to the following:

![Ahmadu Bello University](image)

6. On the page shown in the preceding step, click on the **School Fees** tab:

   ![Generate School Fees](image)

7. The preceding step will open a window similar to the following:

   ![Generate School Fees Window](image)

8. Click on the **2012/2013 SESSION** link to generate a Transaction Slip for you like the following:
9. Compare the fees generated above with the fees payable for your program as advertized on the page [http://portal.abu.edu.ng/scheduleOfFees.php](http://portal.abu.edu.ng/scheduleOfFees.php). If the fees are the same, proceed to the next step. If the fees are NOT the same, Logout and report the problem to [eportaldevelopment@abu.edu.ng](mailto:eportaldevelopment@abu.edu.ng) or Print and submit complain to your Faculty Digital Centre. See Addressing Registration Problems and Location of Digital Centres

10. Log out from the portal. You will log back to continue after paying your fees.

11. Take your Transaction Slip to any of the designated banks to make payment. The list of designated banks can be found here: [http://portal.abu.edu.ng/designatedBanks.pdf](http://portal.abu.edu.ng/designatedBanks.pdf).
12. After paying your fees, you can login to the portal to continue your **Course Registration**:

![Course Registration](image)

a. The following page should open after clicking on **Course Registration**:

```
Course Registration
Follow the Link(s) Shown on this section to do course registration or to review the course registration already made for the semester(s) listed.

2010/2011 SESSION: Course registration is closing on 28-02-2012
2009/2010 SESSION: Course registration is closing on 28-02-2012
2008/2009 SESSION: Course registration is Closed.
```

b. If your payment for 2012/2013 is confirmed, you will see a link **2012/2013 SESSION** for course registration.

c. Click on **2012/2013 SESSION** link to proceed to do course registration for 2012/2013.

d. The Course Registration page looks like the following:

```
<table>
<thead>
<tr>
<th>FULL NAME:</th>
<th>MUHAMMAD, Aminu Fagg</th>
<th>REG. NO:</th>
<th>P0810872</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Economics</td>
<td>COURSE OF STUDY:</td>
<td>Ph.D Economics (Full-time)</td>
</tr>
<tr>
<td>SESSION:</td>
<td>2010/2011</td>
<td>LEVEL:</td>
<td>900</td>
</tr>
<tr>
<td></td>
<td>First Semester</td>
<td>FACULTY:</td>
<td>Social Science</td>
</tr>
<tr>
<td></td>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

[Print Course Form]
e. Click on **First Semester** to register for first semester courses or **Second Semester** to register for second semester courses. A window like the following will open:

![First Semester Course List](image.png)

i. Note that a course has a lecture component and an optional laboratory component. A course may have more than one lecture/laboratory groups.

ii. To register a course, select the lecture group you wish to enroll in:

![Course Selection](image.png)

iii. If a course has a laboratory component, you must select the laboratory component, too, before you can register that course. When **NA** is written under the Lab. Group(s) header, then that course has no Lab. component.

iv. Get information about the course you are about to register by clicking on the button labeled with “?”:
v. Click on the checkbox to register the course:

vi. You can de-register a course by unchecking the checkbox in Step (v).

vii. Register more courses by repeating Steps (i) to (v) above.

viii. Scroll down the page and follow the link to register elective courses:

 ix. As you register/de-register courses, your Course Form is updated. The Course Form is shown in the lower part of your course registration page:

x. Follow the following link to preview/print your Course Form:

f. Click on **Second Semester** to register for second semester courses similarly.

13. After Course Registration, you can book accommodation. You can only book for accommodation after course registration and only if you are entitled for accommodation.
14. Read the instructions carefully on the following pages to book your accommodation:

15. Good luck!

**Addressing Registration Problems**

In case you have any problem at a given point with your online registration (i.e. issues related to Payments, Course Registration, Accommodation, Personal Profile information etc), print the page where you have the issue, write the nature of the problem on it and submit to your faculty digital centre. Or contact us on eportaldevelopment@abu.edu.ng You may call any of the listed numbers as last option 07067430531, 07067430505, 07067430539, 07067430512 *(Calling Hours - Monday to Friday; 10.00am to 4.00pm).*

All feedback will be communicated to students via their Digital Centres.

**NB. This is the only way MIS Unit can handle all Online Registration related issues. DO NOT COME TO THE SENATE BUILDING.**

**Location of Digital Centres**

Every faculty of the university has a Digital Centre attached to it. Students can do their online registration at the digital centres without charge. Below is the location of each digital centre for easy access.

<table>
<thead>
<tr>
<th>Sno</th>
<th>Faculty</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administration</td>
<td>Accounting Department</td>
</tr>
<tr>
<td>2</td>
<td>Agriculture</td>
<td>Directly opposite Dean of Agric. Office</td>
</tr>
<tr>
<td>3</td>
<td>Arts</td>
<td>Adjacent Dean of Arts Office</td>
</tr>
<tr>
<td>4</td>
<td>Education</td>
<td>Faculty of Education – 1&lt;sup&gt;st&lt;/sup&gt; Floor</td>
</tr>
<tr>
<td>5</td>
<td>Engineering</td>
<td>Last floor [4&lt;sup&gt;th&lt;/sup&gt; floor] Electrical Engineering Dept</td>
</tr>
<tr>
<td>6</td>
<td>Environmental Design</td>
<td>Opposite Dean of Env. Design’ Office</td>
</tr>
</tbody>
</table>
Students are strongly advised to utilize the Digital Centres for their online registrations.

### Additional Registration Requirements for Foreign Students

All Foreign Returning and New Students, Diploma, Undergraduate and Post graduate students must satisfy the following registration requirements before they can proceed with their studies in the University:

**Possession of the following documents:**

- Admission Letter
- International Passport or ECOWAS Travel Certificate
- Valid VISA - STR (Subject to Regularization)
- Residence Permit

Failure to secure such documents will lead to suspension of all academic activities

All Non-Nigerians **must** be cleared by the Student Affairs Division before they continue with the Online Registration.

**IMPORTANT NOTES:**

1. Students must ensure copies of payment documents (tellers and receipts from the Portal) are submitted to Faculty Accountants (in case of registration fees) and Student Affairs Finance Office (in case of Accommodation Fees).
2. All students must also submit copies of Course Registration Forms from the Portal to the Faculty/Department Registration Officer for ratification.
3) Hostel Reservation is only available after course registration.

4) Successful hostel allocation printed from the Portal should be taken to the Hall Administrators of the selected hall of residence.

5) Returning Postgraduate students should maintain their Online Identification numbers which is available at portal.abu.edu.ng

6) Detailed Registration Guidelines can be downloaded from the University’s website. portal.abu.edu.ng

7) Returning students must submit copies of Course Registration Forms from the Portal to the Faculty/Department Registration Officer for ratification. Finally approved copies must be submitted to the Academic Affairs representative at the Faculties. Successful hostel allocation printed from the Portal should be taken to the Hall Administrators of your selected hall of residence.

8) Fresh students should submit the completed MIS FORM 01 to the representative of the Academic Affairs and Dean for signature. The students must also submit copies of the Course Registration Forms from the Portal to the Faculty/Department Registration Officer for ratification.

9) Students and Registration Officers are reminded that cancellation or deletion by using correcting fluid shall render the registration form/file jacket invalid.

By the end of the process the fresh student shall submit the originals completed and signed MIS FORM 01 and Course Registration Forms. The forms are distributed each as follows: -

- Dean's Office
- Departmental Office
- Representative of the Academic Affairs (Including the completed file jacket to be submitted to him/her)
The file jacket submitted must also include photocopies of receipts for payments of fees and also Birth Certificate/Declaration of Age, JAMB Slip, Indigene Certificate, copy of admission letter ‘O’ level Statement of results/Certificates and SBRS Funtua statement of results (SBRS students only).

The MIS FORM 01 shall form the basis of the student’s personal data in the Academic Affairs, the Dean’s Office, and the Departmental Office.

**ADD/DROP REGISTRATION**

The Add/Drop registration will strictly be available for those who have earlier registered on the Portal appropriately. The Portal will be opened for Add/Drop registration two weeks after the registration period. The student may be allowed to audit lectures for two weeks after which he/she may change his/her mind about certain course/courses. The Faculty, Department, Academic Affairs and the MIS shall conduct all Add/Drop registration exercises for one week. The Add/Drop registration for the 2012/2013 session is as follows:

**FIRST SEMESTER**


**SECOND SEMESTER**


After the expiration of the Add/Drop period, students will be denied access to the portal.

**NB. APPLICATIONS/ REQUEST FOR RE-OPENING OF PORTAL AFTER THE ADD/DROP EXERCISE IN EACH SEMESTER WILL NOT BE ACCEPTED**