



AJAYI CROWTHER UNIVERSITY, OYO

PMB 1066, Oyo, Oyo State, Nigeria

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Facebook: facebook.com/acu.oyo, Twitter: [@acuoyo](https://twitter.com/acuoyo)

REGULATIONS AND PROCEDURE FOR STUDENT ONLINE COURSE REGISTRATION

A. REGISTRATION REGULATIONS

1. Students that want to register for their courses online should ensure that they have paid their fees/the installment due based on the Schedule of Fees at acu.edu.ng.
2. Students are to register, print, sign at the appropriate places as shown on the Course Registration Form, make copies and submit to the appropriate offices as stated on the Course Form:
cc: Dean of Faculty
Head of Department
Academic Office
Information & Communication Technology (ICT) Unit
The last copy to be retained by student
3. Only students that have completed their online course registration will be eligible to have access to their results online.
4. Students that do not register online will not be allowed to do exams. Please note that Examinations for the First Semester 2016/2017 will commence from 9th January, 2017.
5. Deadline for completion of online course registration is 12th November, 2016. At the expiration of the course registration deadline, a week of Late Registration will commence from 13th November to 20th November 2016. Late Registration will be available to students on payment of ₦10,000.00 (Ten Thousand Naira Only) Late Registration Fee.

B. REGISTRATION PROCEDURE

- Step 1:** Go to acuoyo.net, click the **'Undergraduate Registration/Result Checking'** link on the top left of the page.
- Step 2:** On the displayed page, supply your Matric Number as your username and password and click **'Log me in'**.
- Step 3:** Move your mouse pointer over the **'Course Registration'** and click the **'Course Registration'** roll-out button.
- Step 4:** From the page that loads, select the relevant Courses you want to register for and click the **'Save'** button.

PLEASE NOTE:

1. You can add Courses up to a maximum of Twenty-Four (24) credits.
 2. To add extra credit(s) to the maximum Twenty-Four (24) already registered for, please follow the Registration Procedure for Extra Credit(s).
 3. You can delete a Course by selecting the **'Select Course'** drop-down list under the list of courses you have saved and then clicking the **'Drop Course'** button.
 4. You can add other courses by selecting the **'Select Course'** drop-down list at the bottom of the page, selection the course you want to add and then clicking the **'Add Course'** button.
- Step 5:** Once satisfied with the selection of courses you have made and saved, click on the **'Finalize'** button, the online Course will then be displayed.
- Step 6:** Please ensure you sign at the appropriate places as shown on the Course Registration Form, make copies and submit to the appropriate offices as stated on the Course Form:

cc: Dean of Faculty

Head of Department

Academic Office

Information & Communication Technology (ICT) Unit

The last copy to be retained by student

C. REGISTRATION PROCEDURE FOR EXTRA CREDIT(S)

Any student seeking Extra Credits should do the following:

1. Fill and print out their Online Course Registration Form (CRF) up to the maximum 24 credits allowed.
2. Apply for the required Extra Credits at the Academic Affairs Office with the correct Course Codes and Course Units.
3. Bring a copy of the letter of Permission to Register for extra Credits and the duly filled CRF to the ICT.

D. PROCEDURE FOR LATE REGISTRATION

For Late Registration of Courses Online Students should:

1. Pay ₦10,000 (Ten Thousand Naira Only) for every Semester for which late Course Registration Form is needed. Please obtain the Account Details from the Bursary Unit of the University. Make photocopies of the front and back of the University Receipt(s)
2. Obtain and fill out Manual Course Registration Form from your Department/Faculty. This manual Course Registration Form does not need to be signed.
3. Take the manual Course Registration Form to the Bursary Unit to confirm FULL PAYMENT of Tuition Fee(s) for each session for which late registration is sought.
4. Check that your picture displays on your online Student Profile, if not, make a digital copy of your Passport Picture available to the ICT Unit.
5. Attach each receipt's photocopy to the relevant Bursary verified manual Course Registration Form and submit at the University ICT Unit.