

Software and sometimes restricts students from entering into their portals.

⇒ We advise you use a PC for registration and remember to print out confirmed registration slips to complete the registration process.

⇒ After the registration deadline, registered courses are available to students under the registration history tab in their portals. This gives a history of all courses registered and are available to you in the semester and beyond.

F. Other Relevant Information in Relation to Registration

Registration Deadlines

- ◆ Take note of registration deadlines and adhere to these deadlines
- ◆ Late registration fines have been reactivated with effect from the 2014/2015 Academic year. Thus you should register on time to avoid them.
- ◆ If for any reason you are unable to register, you are to contact the appropriate quarters and lodge a complaint.
- ◆ Evidence would be required for whatever reasons you give for failure to register i.e. if it is a medical problem a medical report would be required, if it has to do with a police case, a police report would be required etc.

Please note the following:

- ◆ You are responsible for your registration process i.e. adding and dropping of courses, confirmation and printing out of registration slips.
- ◆ You must confirm the registration of courses before or on the day registration ends.
- ◆ If you register but do not confirm you would be adjudged to not have registered and this would attract the appropriate fines.

- ◆ If you lodge a complaint about problems with registration without proof of registration (i.e. a registration slip), you would be adjudged to not have registered and this would attract the appropriate fines.
- ◆ Registration would be ongoing concurrently with lectures.
- ◆ If you are unable to register at home, you should report to campus within the stipulated time for registration in order to complete your registration.
- ◆ Registration would be opened up one week prior to your arrival on campus, therefore make sure you are in the known of courses you would be registering for the next semester.
- ◆ Registration for Liberal Courses/African Study courses are on a first come first served basis and each course has a quota for students. Thus when courses are full students are to choose other courses which are available. The SRO reserves the right to drop excess students on over-subscribed courses.
- ◆ After confirmation of courses, students with errors in registration i.e. who have registered for wrong courses should contact their examinations officers during the stipulated period for registration to have those problems corrected.
- ◆ The SRO office is out of bounds to all students. All problems/complaints should be lodged at their departments with either the examinations officer or the Departmental Administrator/Administrative Assistant for onward submission to the SRO.
- ◆ If for any reason a student's presence is needed they would be officially invited to the SRO.

Designed and printed by
STUDENT RECORDS OFFICE
DIVISION OF ACADEMIC AFFAIRS
May, 2014

University of Education, Winneba



Brochure on Registration Procedure for Continuing Students

A. Introduction

The registration process is a very important one and as such students should treat it with utmost importance. You must be meticulous in registering for your courses as this will affect the ability of lecturers to record your grades, for you to access the class, or for your name to appear on class lists, examination lists and all other lists in relation to your activities as a student on campus.

You are to note the steps in the registration process listed below namely:

Fee payment, SIP Login, Adding of Courses, Confirmation of registration, printout of registration slips, and other relevant information.

B. Fee Payment

- ◆ You are to obtain information about the correct amount of fees to be paid and this would be made available on the University Website (www.uew.edu.gh) and also at the Finance Office and other University Notice Boards.
- ◆ You are required to pay your fees in full before the registration deadline, before you would be allowed to register.
- ◆ You are to pay your fees at GCB or HFC Bank branches using the Transflow payment platform

- ◆ Continuing Students are to pay their fees using their index numbers. Under no circumstance should continuing student pay their fees with their applicant IDs.
- ◆ If you are facing problems lodge a complaint at the Students Records Office (SRO) for the problem to be rectified.
- ◆ You can track your fees payment in your student portals on the personal account tab.
 - ⇒ The Personal Account button displays the financial accounts details for a student.
 - ⇒ Fees that have been paid and those yet to be paid (bills) will be available in this section.
 - ⇒ Deadlines for the payment of fees will also be available.

C. Student Information Portal Login

- ◆ After payment of fees you are required to login to your SIP portals and continue the registration process.
- ◆ The web address for the Student Information Portal is sip.uew.edu.gh
- ◆ You are to login to your SIP portals using your index number as your username and enter in the requisite password.
 - ⇒ SIP portal passwords are reset at your department by the Departmental Administrators/Administrative Assistants.
 - ⇒ You can do this if you have compromised your password, forgotten your password or are getting any errors i.e. invalid username, invalid password, etc
 - ⇒ You can click on the forgotten password link and new passwords would be sent to the email addresses you provided during the admission process.
- ◆ The reset of password process takes less than a minute to complete, thus any excuse for late registration due to inability to access your portal would be deemed as failure to register.

- ◆ Once in the SIP, you proceed to register by clicking on the course registration tab.
- ◆ Ensure that the appropriate semester is displayed under the semester heading of the course registration page.

Note: Make sure the Semester/Registration period displayed on the Schedule column (top right hand side) of the Course Registration page conforms to the semester you are trying to register.

Also take note of the starting and ending dates for course registration under the main registration heading.

D. Registration Procedure

- ◆ Click on the Enter button (yellow) below the Course Registration page (this button will not be available if registration is closed or inactive)
- ◆ The instructions page will be displayed. Please take time to read the instructions.
- ◆ Select your Level if you are registering for a first semester and progressing (e.g. from level 100 to 200) by clicking on the level button.
 - ⇒ Click on the small blue arrow next to the level and click on your current level.
 - ⇒ If your programme is organized into majors, select your major after selecting your level, otherwise, click OK. If you are registering for the second semester, this procedure is not necessary.

Note: Selecting a wrong level will result in having a wrong set of courses available for registration.

- ◆ To register your new courses, you click on the Registration button.
- ◆ On the left side of the registration page are courses available for you to register. On the right hand side are courses registered already.

Note: Failed courses are automatically registered in the same semester in the following academic year.

- ◆ Courses Available are listed by their Course Code and Title with the Credit Hours.
- ◆ To register a course, click on the Add link attached to the course details. The course will then move from the left (Available Courses) to the right (Registered Courses) on your screen.
- ◆ If for any reason you wish to change a course or remove a registered course, click on the Drop link attached to the course details in the Registered Course column. This removes the course from the list of registered courses back to the list of Available Courses.
 - Note: This can only be done before courses are confirmed.**
- ◆ To confirm your registered courses click on the confirm button. If you are satisfied with the information presented click on the confirm button.

Note: Confirming your registration will make your name available to the lecturer to enter your marks and you can get your grade in the SIP. If you fail to confirm courses/registration, you will be deemed not to have registered for the particular semester.

E. Printout of Registration Slips

- ◆ Click on the print button and select the printer attached to the computer and click print.

Note: This is the final step of registration and it is mandatory for students to print out a copy of their registered courses as soon as they register or on or before the registration deadline date. This will serve as evidence of registration in case of any problems.

- ⇒ If you register with your mobile phones, make sure you get printouts of confirmed courses before or on the deadline for registration to complete the registration process.
- ⇒ Note that the use of mobile phones for registration can pose some challenges.
- ⇒ Some mobile phones use WAP services that might not recognize all the features of the OSIS