



UNIVERSITY OF
EDUCATION, WINNEBA



ITS COURSE REGISTRATION MANUAL
FOR STUDENTS

**ITS Course Registration Manual For Students
(Undergraduate and Postgraduate)
For
University of Education, Winneba**

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ITS Course Registration Manual for Students

(User Guide)

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TERMINOLOGIES

Full Period Mark/Year Mark

This represents the continuous assessment marks. Sometimes you will see a year mark or sometimes you will see CA. They all represent the continuous assessment marks.

Exam Mark

This represents the score the student attained in the examination.

Final Mark

This represents the sum total of continuous assessment and the exam mark.

Offering Type/Mode of Study

This represents the mode of your study. For regular students we have Full-time study i.e. WF for winneba campus full-time studies, AF for Ajumako full-time studies, WS for Winneba Campus Sandwich studies, AS for Ajumako Campus sandwich studies, DI stands for Distance Studies etc.

Student Number

This is the 9-digit number given to students at the point of admission. Note that this number will remain the same for any course you undertake at any level in the University of Education. That means that if you apply for an undergraduate programme and get the student number, it will be the same number you will use for a post-graduate programme right up to the terminal degree (Doctor of Philosophy).

PIN

This is the 5-digit number which serves as your password for your ITS student portal.

Academic Year

This represents the academic year which you are currently studying in. It is represented by the upper limit/year i.e. for the 2021/2022 academic year, the academic year presented in ITS will be 2022.

Study Period

The study period also represents the level of the student. This is represented by numbers as follows:

Study Period	Level	Interpretation
1	100	Undergraduate (Certificate, Diploma, Degree Freshers)
2	200	Undergraduate Continuing Students
3	300	Undergraduate Continuing Students
4	400	Undergraduate Final Year students
6	600	Post graduate Diploma Freshers
7	700	M.A., M.Ed, M.Sc. Freshers
8	800	Master of Philosophy Freshers
9	900	Doctor of Philosophy Freshers
M		Final Year Postgraduate M.A., M.Ed, M.Sc. 2nd Session/Final year Master of Philosophy 2nd Year/Final year Doctor of Philosophy Final Year

Block Code/Session

This refers to the semesters of study. In the ITS ERP there are different sessions for each category of students. For the regular session, we have regular semester 1 (S1) and regular semester 2 (S2), for sandwich sessions we have W1 for sandwich semester 1 and W2 for sandwich session 2.

Qualification Code

This refers to the unique code given to your programme of study. Each programme of study has a unique qualification code.

Curriculum

This refers to all the subjects/courses that make up your programme of study.

Subjects

This refers to the courses that you offer under your various programmes

iEnabler

This is the name given to the online portal which students/staff use for their interactions with the ITS ERP system.

Exam Month

This represents the month in which examinations would be taken for the session.

ITS ERP STUDENT REGISTRATION MANUAL

1.0 INTRODUCTION

The registration process is a very important one in the life of a student in the University of Education, Winneba and as such students are entreated to treat it with utmost importance.

You must be meticulous in registering for your courses, as if not rightly done, could affect a student's ability to see his/her grades at the end of the semester. It can also affect the appearance of the student's name on various lists within the University. Examples of these lists are class lists, examination lists, student loan trust fund and all other lists

To register, you should have paid the appropriate fees in full and you should have access to your ITS student portal.

1.1 FEE PAYMENT

Information relating to the exact amount to be paid as fees is readily available on the University Website (www.uew.edu.gh) and also at the Student Finance Office and on Admission letters in the case of fresh students.

You are required to make full payment of fees before the registration deadline to enable you to register your courses online

You are to pay your fees at approved bank branches countrywide as stated on the Admission letter and published on the University Website, using the **Transflow Payment Platform**

Pay your fees using your student number (your 9 digit unique identifier) as reference number.

If you face any problems Paying your fees, report to the Student Finance office for assistance.

You can check you fee payment status in your student portal by clicking on the Financial Information button located on your portal home page.

1.2 ACCESSING THE STUDENT PORTAL

To access your ITS Students portals, you start by visiting the UEW website homepage (www.uew.edu.gh) as shown in Figure 1 below.



Figure 1: UEW Website Homepage.

At the top portion of the UEW homepage, right under the search bar, you will find a set of links. As a student you are interested in the links to the left which house all links to various resources needed by you as a student. You will click on the ITS Student Portal link as shown in Figure 2 below.

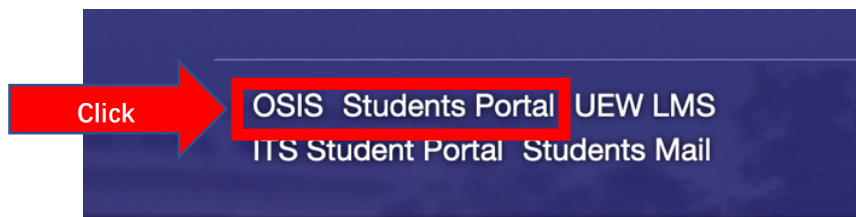


Figure 2: ITS Student Portal Link

1.2.1 Login to the Student Portal

You will then be taken to the ITS Student Portal login page as shown in Figure 3 below. This is the page where you will be required to key in your credentials to gain access to the student portal.

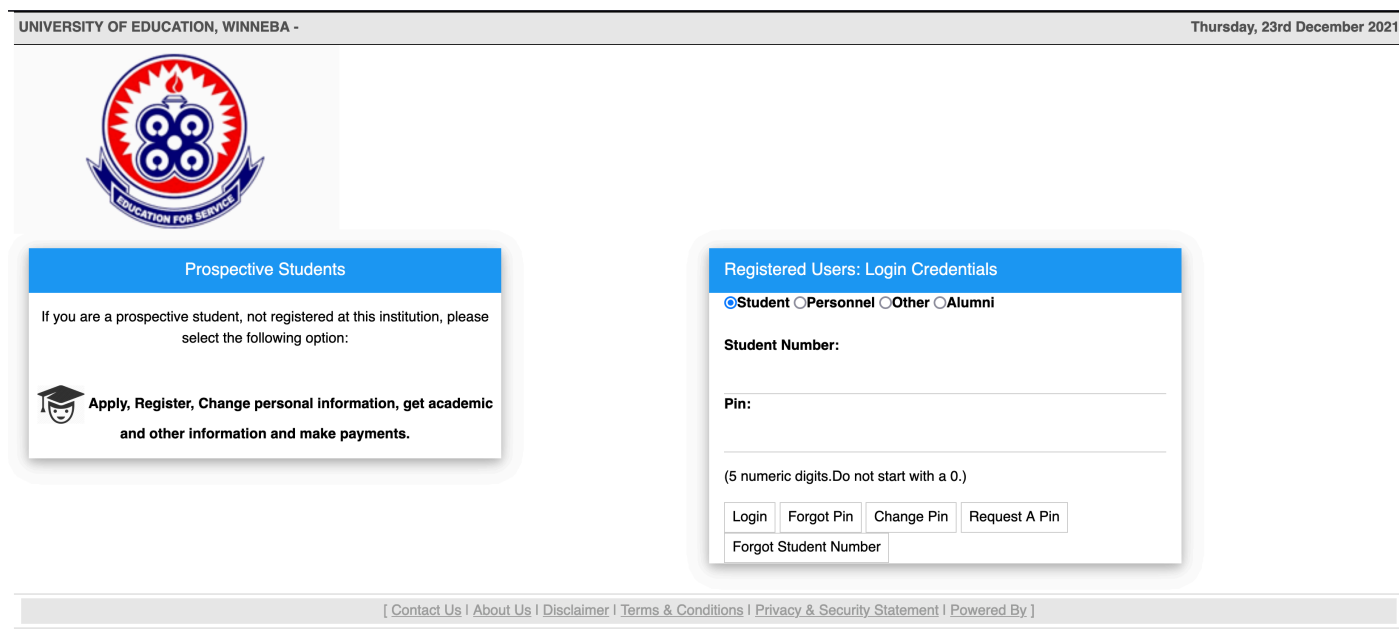


Figure 3: ITS Student Portal Login Page

You will need your 9-digit student number and your 5-digit pin in order to gain access to the students' portal. Where you have forgotten your student portal password, you would be required to contact your Departmental Administrator or Administrative Assistant for help in resetting your pin.

Please note that in choosing a new pin there are a few rules that you must adhere to namely:

1. You cannot start with 0
2. You cannot also have two digits repeating immediately after each other (for example 11, 22 etc.)
3. Where you are changing your old pin, your new pin must differ by at least 3 characters (i.e., old pin was 12345 and you change it to 98345, this will not work because, 345 were in the old pin.)
4. Where you are changing your old pin, you cannot reverse the order of the old pin (i.e., old pin was 12345 and new pin is 54321, this will not work because the just the order of the old pin has been changed)

Figure 4: Login Details

To login to your student portal follow the steps above as shown in Figure 4

1. Ensure that the radio button is checked or highlighted on the student option.
2. Enter your 9-digit student number.
3. Enter your 5-digit pin,
4. Click on the login button.

Note that when you are keying in your credentials, you will see the student number displayed, however, your pin will be masked or hidden and appear as dots. This is to prevent onlookers from seeing your pin. As such you must be very cautious when keying in the pin so as not to make a mistake.

If you made a mistake in the entry, you will see the following page and error message telling you that you attempted an illegal login and you need to retry. In this instance you are to click on the back button as shown in Figure 5 below which will take you back to the login page and you will be required to key in your credentials afresh.

Figure 5: Illegal Login Message.

1.2.2 Student Portal Homepage

If you successfully keyed in the right combination of your credentials, you will land on the portal homepage as shown in Figure 6 below. You should see your biographical details as provided during the admission process. Ensure that the displayed details are correct. If they are not correct write a letter to the Deputy Registrar stating the correct details and attach supporting documents and submit at the Division of Academic Affairs.

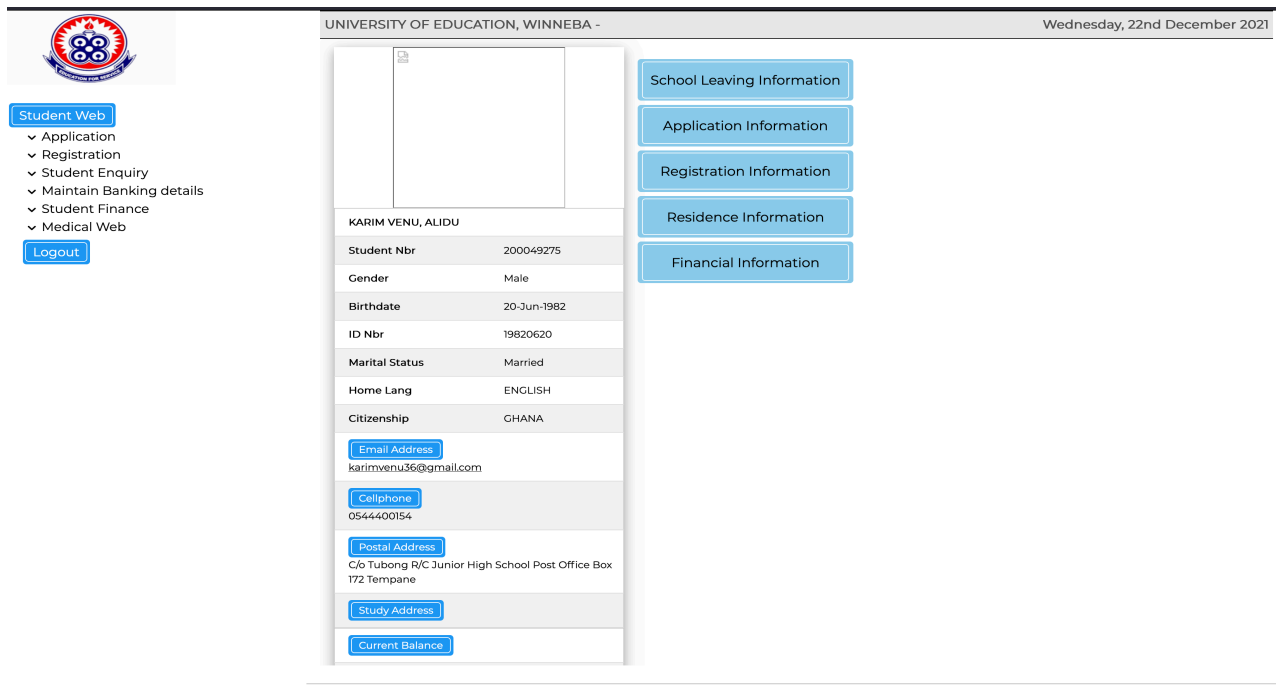


Figure 6: Student Portal Homepage.

The page is divided into two (2) section namely the Navigation links which is located to the left of the page and the viewing area which is located to the right of the page as shown in Figure 7 below.

The navigation links contains the links needed to navigate to various options on the students' portal. The viewing area is the portion that displays the contents contained in the navigation links and as a result of clicking any of the links in the navigation area.

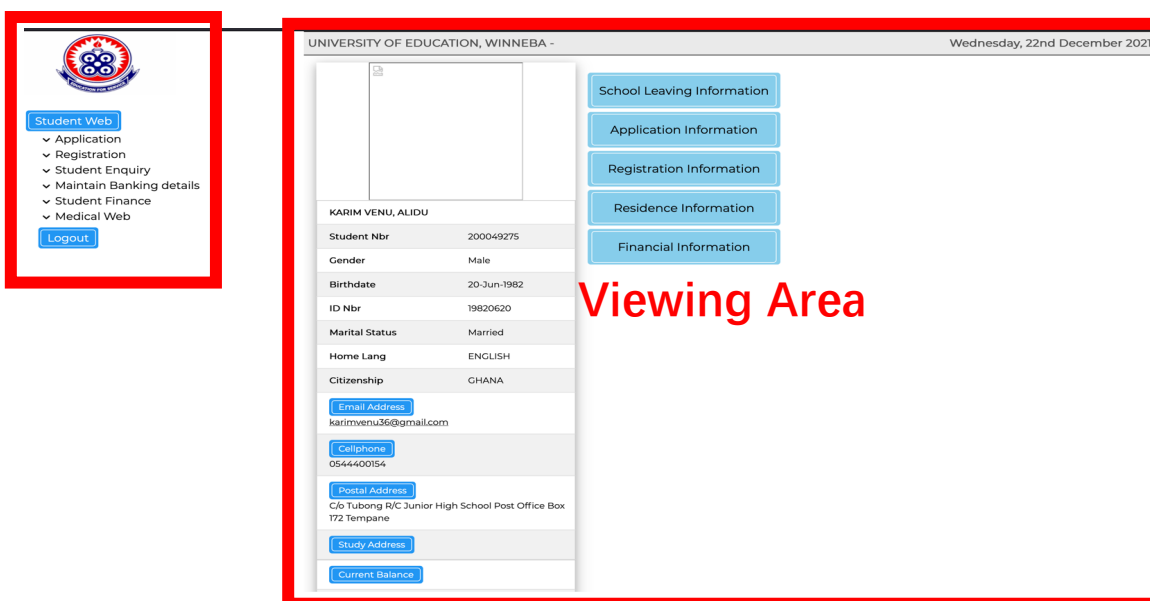


Figure 7 : Parts of the Student Portal Homepage

2.0 COURSE REGISTRATION

In order to complete the registration process, you are required to click on the **Registration** link under the navigation links to the left of your screen.

On clicking it you will be presented with a drop-down menu of other sub links under the registration link.

2.1 Rules and Regulations

The first sub link is the **Rules and Regulations** link as shown in Figure 8 below.

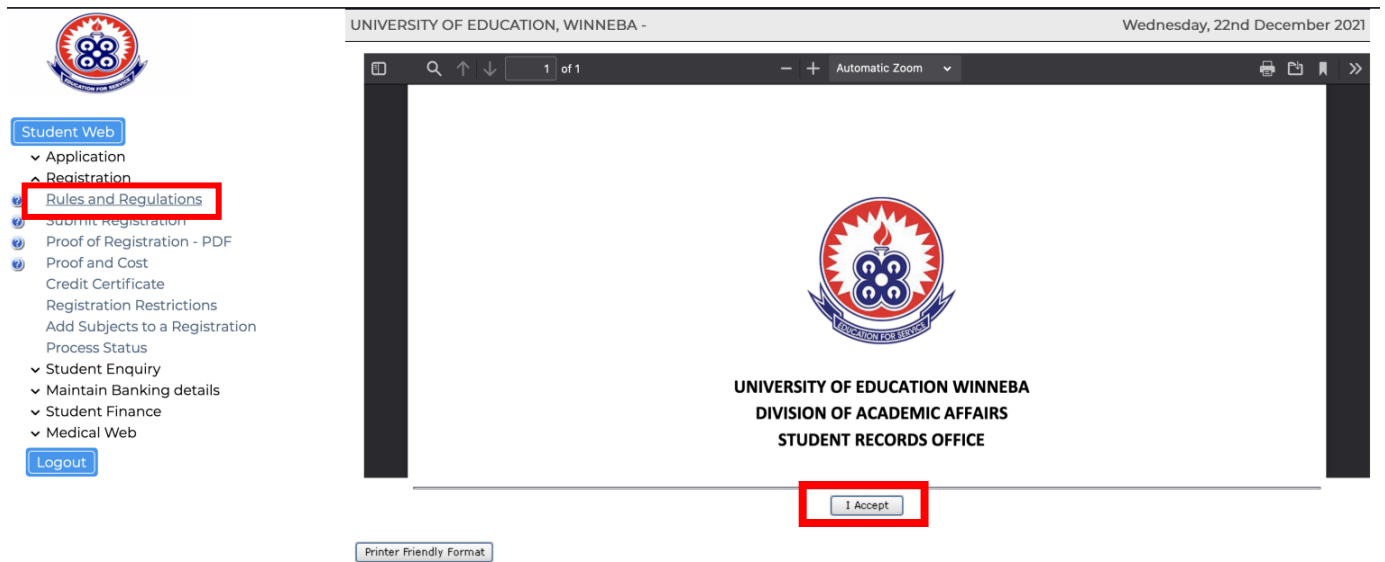


Figure 8 : Rules and Regulations Page.

This is a very important part of the registration process. Every student is required to peruse the rules and regulations to be abreast with the rules governing the use of the student portal.

You can click on the **printer friendly format** link above to get a copy that you can easily print or download as shown below in Figure 9.

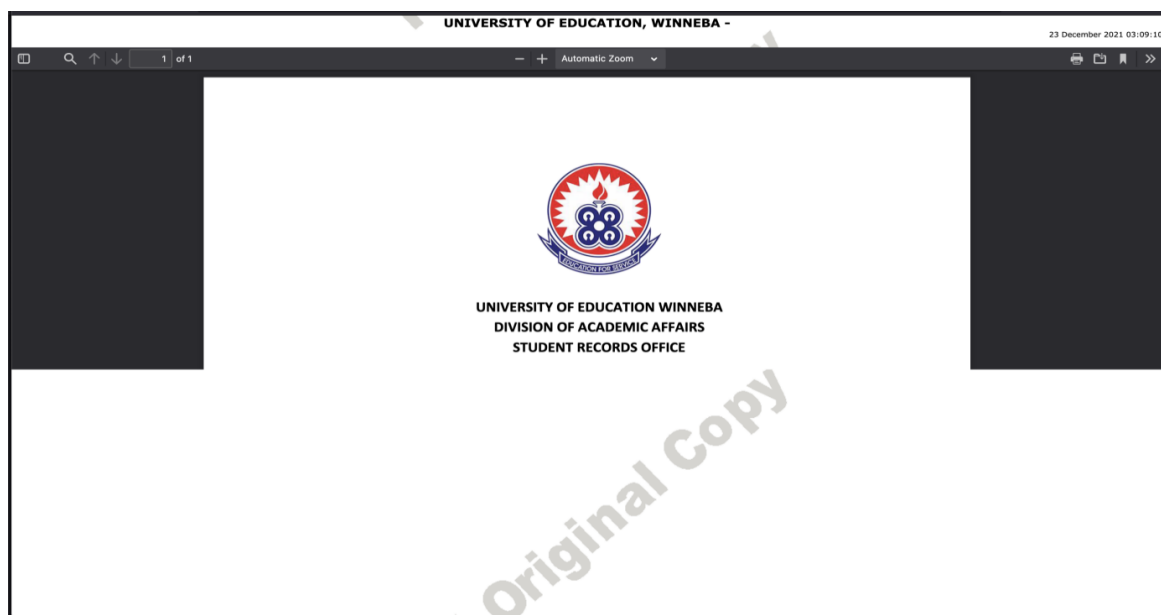


Figure 9: Print preview for Rules and Regulations Page

Once you are done you are to click on the “I accept” button. Once this is done, you will be presented with a page with a message stating that “Your acceptance has been logged” as shown in Figure 10 below.

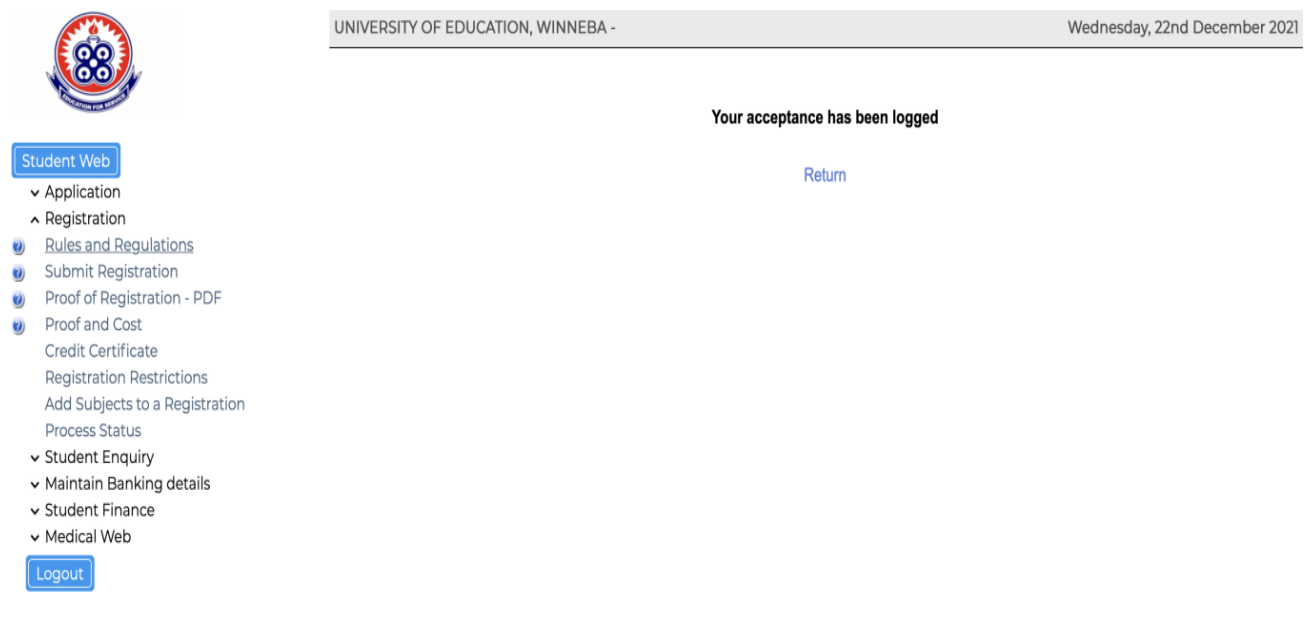


Figure 10: Rules and Regulations acceptance page.

Please note that if you do not accept the rules and regulations, you will be unable to register. The system will give you an error message stating that you have not accepted the rules and regulations.

This process is only done once by the student after which you will only see a page with the “printer friendly format” showing subsequently.

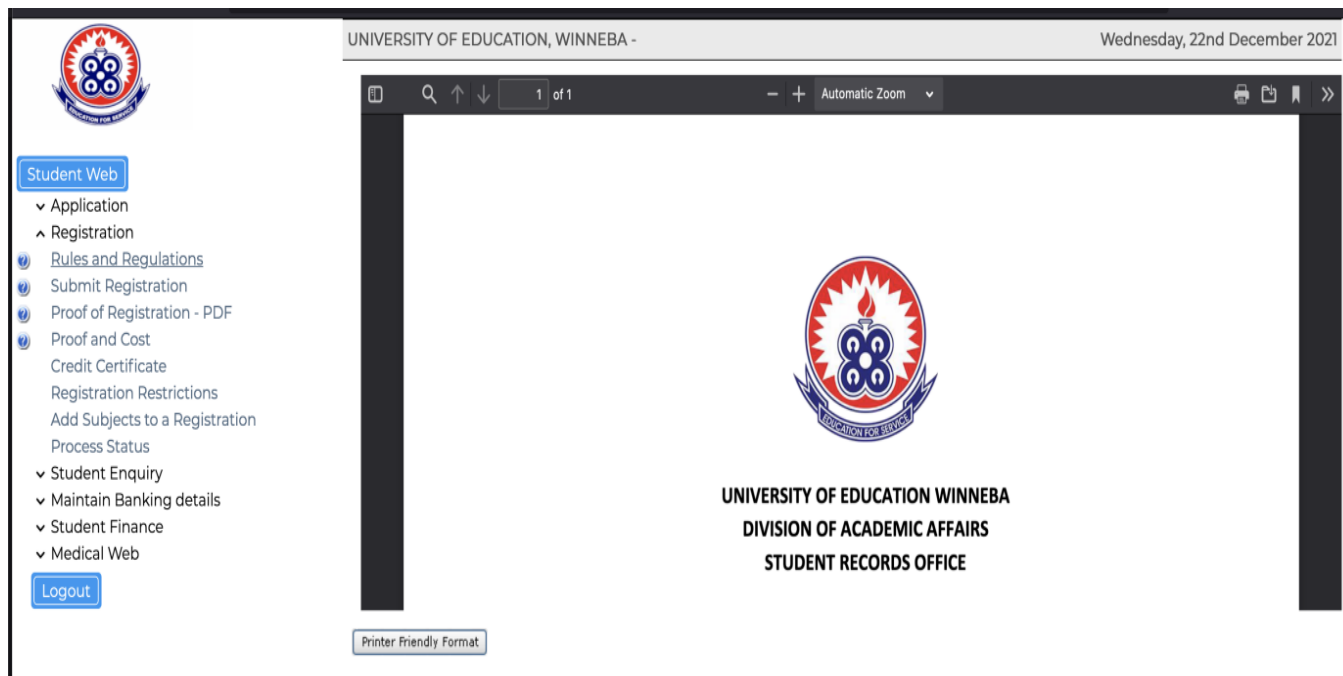


Figure 11: Rules and Regulations page after acceptance.

2.2 Selecting Courses

The next step in the registration process is to click on the “**Submit Registration**” link. This will take you to page where you have access to the buttons that control your registration process. The page will display as shown in Figure 12 below:

UNIVERSITY OF EDUCATION, WINNEBA - Wednesday, 22nd December 2021

Process Trail: [Qualification](#) » [Study Choice](#)

Submit Registration

Student Number: 200049275
Name: MR KARIM VENU ALIDU

Note: All fields indicated with a * must be completed.
Click 'Save and Continue' to continue with registration process.
Click 'Restart Process' to select different 'Admitted Application' if available.

Academic Year: 2021
Qualification: MEDPOL - MASTER OF EDUCATION IN POLITICAL SCIENCE

How am I going to study for this qualification: WS - WINNEBA SANDWICH
When am I going to study for this qualification: W2 - SANDWICH SEMESTER 2
My intended study period: M - POST GRADUATE CONTINUING

Required Registration Credits	
Minimum	Maximum
None	None

Should we Create a Meal Account for you:

[Save and Continue](#) [Save - Continue Later](#) [Restart Process](#) [View Calendar Information](#)

Figure 12: Course Registration Homepage

The Submit Registration page will show your student number, your name, the academic year, Qualification, offering type, semester and level.

You are required to go through these details to ensure that they are all correct. This is very necessary to ascertain that you are appropriately placed as this affects your ability to see your courses and complete the registration process.

There are 4 buttons at the bottom of the viewing area which are relevant to the registration process namely;

Save and continue, save – continue later, restart process and view calendar information.

The first three are relevant to the registration process.

- The **Save and Continue** button is used to move from one registration page to the other.
- The **Save – continue later** button is used when you want to pause registration process and come back later to continue with it. When you click this button, what it does is to freeze the current registration status. When you do this and any change is made to the courses uploaded etc., those changes will not be seen in your portal until you use the restart process button to release the frozen state of your portal.
- The **restart process** button refreshes your registration process so that any changes made can be applied to your portal. It also takes your registration process out of a paused or frozen state which was activated when you clicked the save – continue later button.

To proceed to the next registration page, you are to click on the **save and continue** button as shown in Figure 13.

UNIVERSITY OF EDUCATION, WINNEBA -

Process Trail: [Qualification](#) >> [Study Choice](#)

Submit Registration

Student Number: 200049275
Name: MR KARIM VENU ALIDU

Note: All fields indicated with a * must be completed.
Click 'Save and Continue' to continue with registration process.
Click 'Restart Process' to select different 'Admitted Application' if available.

Academic Year: 2021
Qualification: MEDPOL - MASTER OF EDUCATION IN POLITICAL SCIENCE

How am I going to study for this qualification: WS - WINNEBA SANDWICH
When am I going to study for this qualification: W2 - SANDWICH SEMESTER 2
My intended study period: M - POST GRADUATE CONTINUING

Required Registration Credits	
Minimum	Maximum
None	None

Should we Create a Meal Account for you:




Figure 13: Registration Step Two

You will then arrive at the possible subject selection page which displays all the subjects available for you to register.

Prior to registration you should have contacted your department for the requisite courses you would be registering for the current semester. You must take particular notice of the course code, course title and the credit hours to make sure they match with what is in your student portal for registration.

UNIVERSITY OF EDUCATION, WINNEBA - Thursday, 23rd December 2021

Process Trail: [Qualification](#) >> [Study Choice](#) >> [Subject Choice](#)

Possible Subject Selection

Student Number: 200049939
Name: MS SUABIRA ABDUL-RAHAMAN

AcademicYear	2021
Qualification	CERTPS - CERTIFICATE IN PRE-SCHOOL EDUCATION
Mode of Study	WS - WINNEBA SANDWICH
Academic Period	W2 - SANDWICH SEMESTER 2
Period of Study	1 - LEVEL 100

Registration Credits for This Academic Year	
Existing	0
Current	0
Total	0

Required Registration Credits	
Minimum	Maximum
None	None

Note: Please select the subjects or modules you plan to register for by clicking on the check box alongside the subject detail. When all of your selections have been made, click the 'Save and Continue' button, to proceed with the registration process.

Possible Subjects		
Subject	Compulsory	Academic Credits
<input type="checkbox"/> PSC121 - INTRODUCTION TO GUIDANCE AND COUNSELLING	Yes	3.000
<input type="checkbox"/> PSC122 - PRE-READING ACTIVITIES	Yes	3.000
<input type="checkbox"/> PSC123 - DEVELOPING WRITING SKILLS	Yes	3.000
<input type="checkbox"/> PSC124 - SUPERVISION OF CHILDRENS RECREATION	Yes	3.000
<input type="checkbox"/> PSC125 - PREPARATION USE OF AUDIO VISUAL AIDS PROJECT	Yes	3.000
<input type="checkbox"/> PSC126 - SUPERVISED PRACTICUM	Yes	3.000

Figure 14: Course Selection Page

You are to select the courses you want to register by clicking in the box before the course code. On clicking this box, a blue check sign will appear which shows that you have selected that particular course.

Process Trail: [Qualification](#) >> [Study Choice](#) >> [Subject Choice](#)

Possible Subject Selection

Student Number: 200049939
Name: MS SUABIRA ABDUL-RAHAMAN

AcademicYear	2021
Qualification	CERTPS - CERTIFICATE IN PRE-SCHOOL EDUCATION
Mode of Study	WS - WINNEBA SANDWICH
Academic Period	W2 - SANDWICH SEMESTER 2
Period of Study	1 - LEVEL 100

Registration Credits for This Academic Year	
Existing	0
Current	18.000
Total	18.000

Required Registration Credits	
Minimum	Maximum
None	None

Note: Please select the subjects or modules you plan to register for by clicking on the check box alongside the subject detail. When all of your selections have been made, click the 'Save and Continue' button, to proceed with the registration process.

Possible Subjects		
Subject	Compulsory	Academic Credits
<input checked="" type="checkbox"/> PSC121 - INTRODUCTION TO GUIDANCE AND COUNSELLING	Yes	3.000
<input checked="" type="checkbox"/> PSC122 - PRE-READING ACTIVITIES	Yes	3.000
<input checked="" type="checkbox"/> PSC123 - DEVELOPING WRITING SKILLS	Yes	3.000
<input checked="" type="checkbox"/> PSC124 - SUPERVISION OF CHILDRENS RECREATION	Yes	3.000
<input checked="" type="checkbox"/> PSC125 - PREPARATION USE OF AUDIO VISUAL AIDS PROJECT	Yes	3.000
<input checked="" type="checkbox"/> PSC126 - SUPERVISED PRACTICUM	Yes	3.000

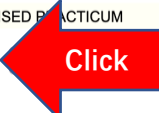
Save and Continue  Restart Process

Figure 15 : Saving Selected Courses

After you have selected all the courses which you are to register for. You can click on the save and continue button as shown in Fig 15.

You will then be taken to the registration details page which will give you a summary of all the courses you have selected, the mode of study, academic period, attendance type and academic credits. Once you are satisfied with the information presented you click on continue.

However, if you are not satisfied and want to add or drop another course once you have not confirmed them, you then click on restart process to be taken to the subject details page where you will select the courses again as shown in Figure 16

Process Trail: [Qualification](#) >> [Study Choice](#) >> [Subject](#) >> [Detail](#)

Registration Details

Student Number: 200049939
Name: MS SUABIRA ABDUL-RAHAMAN

AcademicYear	2021
Qualification	CERTPS - CERTIFICATE IN PRE-SCHOOL EDUCATION
Mode of Study	WS - WINNEBA SANDWICH
Academic Period	W2 - SANDWICH SEMESTER 2
Period of Study	1 - LEVEL 100

Academic Credits	
Previous Academic Years	0
This Registration	15
Total for This Year	15

Required Registration Credits	
Minimum	Maximum
None	None

Subjects	Mode of Study	Academic Period	Attendance Type	Academic Credits
PSC121 - INTRODUCTION TO GUIDANCE AND COUNSELLING	WS - WINNEBA SANDWICH	W2 - SANDWICH SEMESTER 2	N - NORMAL	3.000
PSC122 - PRE-READING ACTIVITIES	WS - WINNEBA SANDWICH	W2 - SANDWICH SEMESTER 2	N - NORMAL	3.000
PSC123 - DEVELOPING WRITING SKILLS	WS - WINNEBA SANDWICH	W2 - SANDWICH SEMESTER 2	N - NORMAL	3.000
PSC124 - SUPERVISION OF CHILDRENS RECREATION	WS - WINNEBA SANDWICH	W2 - SANDWICH SEMESTER 2	N - NORMAL	3.000
PSC125 - PREPARATION USE OF AUDIO VISUAL AIDS PROJECT	WS - WINNEBA SANDWICH	W2 - SANDWICH SEMESTER 2	N - NORMAL	3.000

Note:

- Click on 'Continue' button to display Registration Costs.
- To make amendments use the "Process Trail" at the top of the page that will take you to the appropriate page.

Continue Restart Process  Details

Figure 16 : Registration Restart Button

There is also a print registration details page which gives you a summary of the registration details. However, note that this is not your registration printout and if you print this as proof of registration it will not be accepted and your name will not appear on the assessment sheets of your lecturers. The registration details printout is displayed as shown in Figure 17 below.

Registration Details

Student Number: 200049939
Name: MS SUABIRA ABDUL-RAHAMAN

AcademicYear	2021
Qualification	CERTPS - CERTIFICATE IN PRE-SCHOOL EDUCATION
Mode of Study	WS - WINNEBA SANDWICH
Academic Period	W2 - SANDWICH SEMESTER 2
Period of Study	1 - LEVEL 100

Academic Credits	
Previous Academic Years	0
This Academic Year	0
This Registration	15
Total for This Year	15

Required Registration Credits	
Minimum	Maximum
None	None

Subjects	Mode of Study	Academic Period	Attendance Type	Academic Credits
PSC121 - INTRODUCTION TO GUIDANCE AND COUNSELLING	WS - WINNEBA SANDWICH	W2 - SANDWICH SEMESTER 2	N - NORMAL	3.000
PSC122 - PRE-READING ACTIVITIES	WS - WINNEBA SANDWICH	W2 - SANDWICH SEMESTER 2	N - NORMAL	3.000
PSC123 - DEVELOPING WRITING SKILLS	WS - WINNEBA SANDWICH	W2 - SANDWICH SEMESTER 2	N - NORMAL	3.000
PSC124 - SUPERVISION OF CHILDRENS RECREATION	WS - WINNEBA SANDWICH	W2 - SANDWICH SEMESTER 2	N - NORMAL	3.000
PSC125 - PREPARATION USE OF AUDIO VISUAL AIDS PROJECT	WS - WINNEBA SANDWICH	W2 - SANDWICH SEMESTER 2	N - NORMAL	3.000

Figure 17 : Registration Details

However, we urge you to ignore the print registration details button and rather click on the save and continue button as described on the previous page.

The **restart process** button refreshes your registration process so that any changes made can be applied to your portal. It also takes your registration process out of a paused state which was activated when you clicked the save – continue later button.

Sometimes you may not have been able to complete the registration process and you logged out of the portal. On returning you would see an error message as shown below

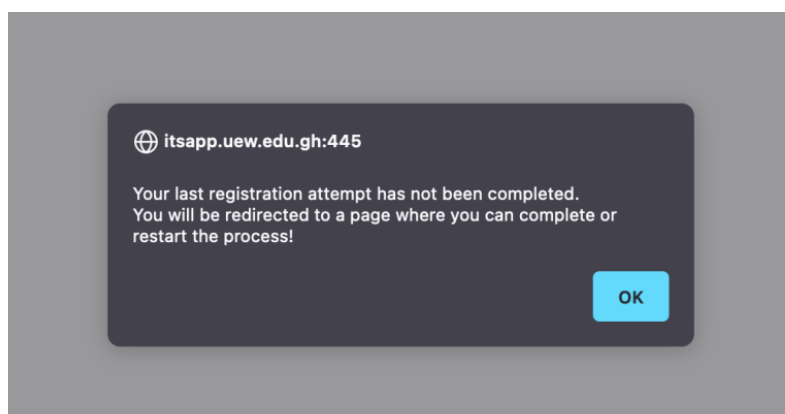


Figure 18 : Incomplete Registration error message.

All you need do is to click on the **restart process** button on the page and then proceed to click on the save and continue button.

USING THE SAVE – CONTINUE LATER OPTION

The **Save – continue later** button is used when you want to pause registration process and come back later to continue with it. When you click this button, what it does is to freeze the current registration status. When you do this and any change is made to the courses uploaded etc., those changes will not be seen in your portal until you use the restart process button to release the frozen state of your portal.

2.3 Confirming Registration

Having satisfied yourself with all the selected courses and the necessary details displayed on previous pages. You will then move to the registration cost page and you click on the **accept registration** button to confirm and finalize your course registration as shown in Figure 19 below.

UNIVERSITY OF EDUCATION, WINNEBA -

Thursday, 23rd December 2021

Process Trail: [Qualification](#) » [Study Choice](#) » [Subject](#) » [Details](#) » Cost Detail


Registration Cost

Student Number: 200049939
Name: MS SUABIRA ABDUL-RAHAMAN

Academic Year	2021	Academic Credits		Required Registration Credits	
Qualification	CERTPS - CERTIFICATE IN PRE-SCHOOL EDUCATION	Previous Academic Years	This Academic Year	Minimum	Maximum
Mode of Study	WS - WINNEBA SANDWICH	0	15	None	None
Academic Period	W2 - SANDWICH SEMESTER 2	Total for This Year			
Period of Study	1 - LEVEL 100	0	15		

Cost Estimates			Amount
Payee	Description	Transaction	
			Sub Total: .00
			Total: .00

Accept Registration



Cost Details

Figure 19 : Registration Acceptance / Confirmation

When you click on the **accept registration** button, this does the final confirmation of the selected courses for your registration to be complete.

2.4 Proof of Registration

At this point you will be taken to a page which displays your proof of registration slip as a pdf file. You have the option to save it as a pdf file and to also print it out.

You are advised to save soft copies of your proof of registration slip anytime you register. You are also required to print out two (2) copies and send to your department for endorsement by the departmental administrator or administrative assistant. The department will keep one copy and the student would also keep one endorsed copy. This will serve as proof of registration in case of any unforeseen issues.

Note that the proof of registration slip has the University logo at the top of the page and a portion for the Registrar’s representative at the department to sign.



**PROOF OF REGISTRATION
To Whom It May Concern**

23-Dec-2021

It is hereby confirmed that the under mentioned person is a registered student at UNIVERSITY OF EDUCATION, WINNEBA -.

Student Number: 200049939
Student ID Number: 20000409
Name: SUABIRA ABDUL-RAHAMAN
Registered for Period: 11-Sep-2021 - 30-Dec-2021
Qualification: CERTPS CERTIFICATE IN PRE-SCHOOL EDUCATION

Subject	Description	Qual.	Class Group	Exam Year	Exam Month	Cancel	Offering Type	Amount
	W2 SANDWICH SEMESTER 2							
PSC121	INTRODUCTION TO GUIDANCE AND COUNSELLING	CERTPS	A	2021	11	N	WS	0.00
PSC122	PRE-READING ACTIVITIES	CERTPS	A	2021	11	N	WS	0.00
PSC123	DEVELOPING WRITING SKILLS	CERTPS	A	2021	11	N	WS	0.00
PSC124	SUPERVISION OF CHILDRENS RECREATION	CERTPS	A	2021	11	N	WS	0.00
PSC125	PREPARATION USE OF AUDIO VISUAL AIDS PROJECT	CERTPS	A	2021	11	N	WS	0.00
							Subtotal:	0.00
							Total:	0.00

Outstanding Balance: -1857.05

REGISTRAR

Figure 20 : Proof of Registration

3.0 ADDING SUBJECTS TO ALREADY CONFIRMED COURSES

Assuming you have already confirmed your courses but a new course has been added or you realized that you omitted one or more courses and wanted to add them before within the registration period. When you try clicking on the submit registration link you will receive an error message as displayed below in Figure 21 that states “Registration is prohibited – You are already registered”.

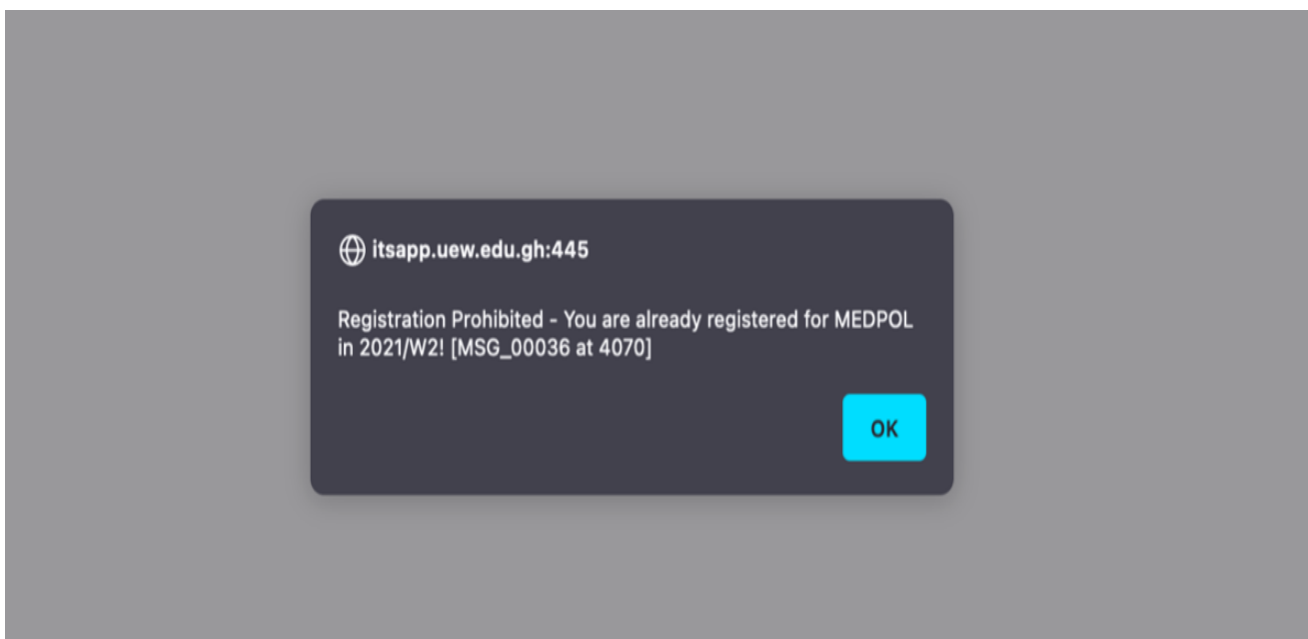


Figure 21: Registration Prohibited Error

You are to go to the navigation links section of your portal and click on the registration link after which sub links under the Registration option would be displayed.

Look for the link that says “Add Subjects to a Registration” as shown below and click on it.

NOTE: This option can only be used to add courses to an already confirmed registration. It will give you an error message if you try to use this option to register all your courses.

UNIVERSITY OF EDUCATION, WINNEBA - Thursday, 23rd December 2021

Add Subjects to a Registration

Student Number: 200049939
Name: MS SUABIRA ABDUL-RAHAMAN

Note: Below is a list of current enrolments. Please click on the qualification code to add subjects to the selected enrolment.

Academic Year	Academic Period	Mode of Study	Qualification	Description
2021	W2	WS	CERTPS	CERTIFICATE IN PRE-SCHOOL EDUCATION

Student Web

- Application
- Registration
 - Rules and Regulations
 - Submit Registration
 - Proof of Registration - PDF
 - Proof and Cost
 - Credit Certificate
 - Registration Restrictions
 - Add Subjects to a Registration**
 - Process Status
- Student Enquiry
- Maintain Banking details
- Student Finance
- Medical Web

Logout

Figure 22 : Adding Subjects to Registration Link

On clicking the “add subjects to a registration” link, you will see a page in the viewing area that shows a list of the current enrolments available to you, you will choose the one relevant to you and click on the qualification code which appears in light blue.

UNIVERSITY OF EDUCATION, WINNEBA - Thursday, 23rd December 2021

Add Subjects to a Registration

Student Number: 200049939
Name: MS SUABIRA ABDUL-RAHAMAN

Note: Below is a list of current enrolments. Please click on the qualification code to add subjects to the selected enrolment.

Academic Year	Academic Period	Mode of Study	Qualification	Enrolment
2021	W2	WS	CERTPS	CERTIFICATE IN PRE-SCHOOL EDUCATION



Figure 23: Qualification Selection

On doing this you will be taken to the possible subject selection which shows you the courses available in your portal. The course which have already been registered by you appear with red buttons in front of the course code. The courses which are available have an empty box before the course code.

UNIVERSITY OF EDUCATION, WINNEBA - Thursday, 23rd December 2021

Process Trail: [Qualification](#) > [Subject Choice](#)

Possible Subject Selection

Student Number: 200049939
Name: MS SUABIRA ABDUL-RAHAMAN

Academic Year	2021
Qualification	CERTPS - CERTIFICATE IN PRE-SCHOOL EDUCATION
Mode of Study	WS - WINNEBA SANDWICH
Academic Period	W2 - SANDWICH SEMESTER 2
Period of Study	1 - LEVEL 100

Existing	15
Current	0
Total	15

Minimum	Maximum
None	None

Note: Please select the subjects or modules you plan to register for by clicking on the check box alongside the subject detail. When all of your selections have been made, click the 'Save and Continue' button, to proceed with the registration process.

Possible Subjects		
Subject	Compulsory	Academic Credits
<input checked="" type="checkbox"/> PSC121 - INTRODUCTION TO GUIDANCE AND COUNSELLING. Subject PSC121 already enrolled.	Yes	3.000
<input checked="" type="checkbox"/> PSC122 - PRE-READING ACTIVITIES. Subject PSC122 already enrolled.	Yes	3.000
<input checked="" type="checkbox"/> PSC123 - SUPERVISION OF CHILDRENS RECREATION. Subject PSC124 already enrolled.	Yes	3.000
<input checked="" type="checkbox"/> PSC125 - PREPARATION USE OF AUDIO VISUAL AIDS PROJECT. Subject PSC125 already enrolled.	Yes	3.000
<input type="checkbox"/> PSC126 - SUPERVISED PRACTICUM	Yes	3.000

Save



Figure 24 : Adding Subjects to Registration

You are to select the courses you want to register by clicking in the box before the course code. On clicking this box, a blue check sign will appear which shows that you have selected that particular course to be added to your already registered courses.

Process Trail: [Qualification](#) >> [Subject Choice](#)

Possible Subject Selection

Student Number: 200049939
Name: MS SUABIRA ABDUL-RAHAMAN

AcademicYear	2021
Qualification	CERTPS - CERTIFICATE IN PRE-SCHOOL EDUCATION
Mode of Study	WS - WINNEBA SANDWICH
Academic Period	W2 - SANDWICH SEMESTER 2
Period of Study	1 - LEVEL 100

Registration Credits for This Academic Year	
Existing	15
Current	3.000
Total	18.000

Required Registration Credits	
Minimum	Maximum
None	None

Note: Please select the subjects or modules you plan to register for by clicking on the check box alongside the subject detail. When all of your selections have been made, click the 'Save and Continue' button, to proceed with the registration process.

Possible Subjects		
Subject	Compulsory	Academic Credits
<input type="radio"/> PSC121 - INTRODUCTION TO GUIDANCE AND COUNSELLING. Subject PSC121 already enrolled.	Yes	3.000
<input type="radio"/> PSC122 - PRE-READING ACTIVITIES. Subject PSC122 already enrolled.	Yes	3.000
<input type="radio"/> PSC123 - DEVELOPING WRITING SKILLS. Subject PSC123 already enrolled.	Yes	3.000
<input type="radio"/> PSC124 - SUPERVISED RECREATION. Subject PSC124 already enrolled.	Yes	3.000
<input type="radio"/> PSC125 - USE OF AUDIO VISUAL AIDS PROJECT. Subject PSC125 already enrolled.	Yes	3.000
<input checked="" type="checkbox"/> PSC126 - SUPERVISED PRACTICUM	Yes	3.000

Save and Continue Continue - Continue Later Restart Process

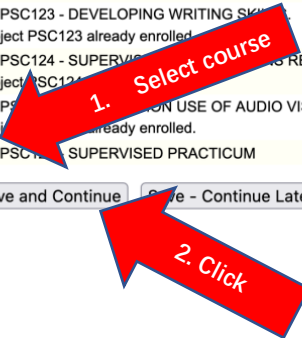


Figure 25 : Saving Added Courses to Registration

You will be then be taken to the registration details page as previously explained.

You will click on continue to proceed as shown in Fig 26 below.

Process Trail: [Subject](#) >> [Details](#)

Registration Details

Student Number: 200049939
Name: MS SUABIRA ABDUL-RAHAMAN

AcademicYear	2021
Qualification	CERTPS - CERTIFICATE IN PRE-SCHOOL EDUCATION
Mode of Study	WS - WINNEBA SANDWICH
Academic Period	W2 - SANDWICH SEMESTER 2
Period of Study	1 - LEVEL 100

Academic Credits		
Previous Academic Years	This Academic Year	15
	This Registration	3
0	Total for This Year	18

Required Registration Credits	
Minimum	Maximum
None	None

Subjects	Mode of Study	Academic Period	Attendance Type	Academic Credits
PSC126 - SUPERVISED PRACTICUM	WS - WINNEBA SANDWICH	W2 - SANDWICH SEMESTER 2	N - NORMAL	3.000

Note:

- Click on 'Continue' button to display Registration Costs.
- To make amendments use the "Process Trail" at the top of the page that will take you to the appropriate page.

Continue **Click** Registration Details



Figure 26 : Registration details showing added courses

You will then land on the registration cost page where you will now click on accept registration to finally add the selected course to your already registered courses.

UNIVERSITY OF EDUCATION, WINNEBA - Thursday, 23rd December 2021

Process Trail: [Subject](#) > [Details](#) > [Cost Detail](#)

Registration Cost

Student Number: 200049939
Name: MS SUABIRA ABDUL-RAHAMAN

AcademicYear	2021	Academic Credits		Required Registration Credits	
Qualification	CERTPS - CERTIFICATE IN PRE-SCHOOL EDUCATION	Previous	This Academic Year	Minimum	Maximum
Mode of Study	WS - WINNEBA SANDWICH	Academic Years	This Registration	None	None
Academic Period	W2 - SANDWICH SEMESTER 2	0	Total for This Year		
Period of Study	1 - LEVEL 100		18		

Payee	Description	Transaction	Amount
			Sub Total: .00
			Total: .00

Accept Registration
← Click
Print Cost Details

Figure 27 : Accepting/Confirming added courses and registration.

Upon clicking the accept the registration button you will be presented with a page that looks exactly as the image below which indicates at the bottom of the page that you have completed all the compulsory steps for the process of adding a subject or subjects to your registration.

UNIVERSITY OF EDUCATION, WINNEBA - Thursday, 23rd December 2021

Registration

Student Number: 200049939
Name: MS SUABIRA ABDUL-RAHAMAN

The following records indicate your progress in completing the business process. It is advisable to complete the steps of the business process in the sequence displayed. The compulsory processes in **Bold** MUST still be completed. If these compulsory processes are not completed the business process will be deemed incomplete and it will not be processed.

Step Number	Description	Compulsory	Completed	Preceding Step
1	Rules and Regulations	Y	Y	
2	Submit Registration	Y	Y	Rules and Regulations
3	Proof of Registration - PDF	N	Y	
4	Proof and Cost	N	N	
5	Credit Certificate	N	N	
6	Registration Restrictions	N	N	
7	Email Proof of Registration	N	N	
8	Add Subjects to a Registration	N	Y	

You have completed all compulsory steps for this process.

To check and ascertain that the course has indeed been added to your registration, you go and click on the proof of registration link and it will display the registration slip which will show the course you selected as being a part of your registered courses.

Figure 28 : Summary of registration progress.

UNIVERSITY OF EDUCATION, WINNEBA - Thursday, 23rd December 2021

PROOF OF REGISTRATION
To Whom It May Concern

23-Dec-2021

It is hereby confirmed that the under mentioned person is a registered student at UNIVERSITY OF EDUCATION, WINNEBA .

Student Number: 200049939
Student ID Number: 20000409
Name: SUABIRA ABDOUL-RAHAMAN
Registered for Period: 11-Sep-2021 - 30-Dec-2021
Qualification: CERTPS CERTIFICATE IN PRE-SCHOOL EDUCATION

Subject	Description	Qual.	Class Group	Exam Year	Exam Month	Cancel	Offering Type	Amount
PSC121	W2 SANDWICH SEMESTER 2 INTRODUCTION TO GUIDANCE AND COUNSELING	CERTPS	A	2021	11	N	WS	0.00
PSC122	PRE-READING ACTIVITIES	CERTPS	A	2021	11	N	WS	0.00
PSC123	DEVELOPING WRITING SKILLS	CERTPS	A	2021	11	N	WS	0.00
PSC124	SUPERVISION OF CHILDRENS RECREATION	CERTPS	A	2021	11	N	WS	0.00
PSC125	PREPARATION USE OF AUDIO VISUAL AIDS PROJECT	CERTPS	A	2021	11	N	WS	0.00
PSC126	SUPERVISED PRACTICUM	CERTPS	A	2021	11	N	WS	0.00
Subtotal:								0.00
Total:								0.00

Outstanding Balance: -1857.05

REGISTRAR

Figure 29 : Proof of Registration with added course

4.0 DROPPING OR CANCELING COURSES

Subject Cancellation by Students

Students can cancel wrongly registered courses by themselves from their ITS portals.

To do this, you should look for the **Subject Cancellation** link which can be found under the Registration Menu.

When you click on the Subject Cancellation link an image will appear as shown in Figure below

UNIVERSITY OF EDUCATION, WINNEBA - Tuesday, 26th July 2022

Subject Cancellation

Student Number: 220015803
Name: MR RICHARD EGYIR

AcademicYear: 2022
Qualification: BAGRAP - BACHELOR OF ARTS (GRAPHIC DESIGN)

Note: Select the subjects to cancel. You cannot select all the subjects for cancellation; you must first cancel the qualification using the Cancel Qualification step in the left hand menu. If the 'tick box' is unavailable you cannot tick the compulsory subject.

Cancel	Subject	Description	Reason	Registration Date	QualNo	Academic Period	Mode of Study
<input type="checkbox"/>	GPD111	COMMUNICATION SKILLS	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GPD122J	AFRICAN STUDIES: CONFLICTS AND CONFLICT	==Please Choose==	26-JUL-2022	2	S2	WF
<input type="checkbox"/>	GPD122Z	AFRICAN STUDIES: HISTORY OF AFRICAN ART/	==Please Choose==	25-JUL-2022	2	S2	WF
<input checked="" type="checkbox"/>	GRDC111	FOUNDATIONS OF GRAPHIC DESIGN	==Please Choose==	22-JAN-2022	1	S1	WF
<input checked="" type="checkbox"/>	GRDC112	BASIC LIFE DRAWING	==Please Choose==	22-JAN-2022	1	S1	WF
<input checked="" type="checkbox"/>	GRDC113	IDEA DEVELOPMENT AND SYMBOL CREATION	==Please Choose==	22-JAN-2022	1	S1	WF
<input checked="" type="checkbox"/>	GRDC114	DESIGN HISTORY	==Please Choose==	22-JAN-2022	1	S1	WF
<input checked="" type="checkbox"/>	GRDC115	BASIC PRINCIPLES & PRACTICE OF GRA. DESIG	==Please Choose==	22-JAN-2022	1	S1	WF
<input type="checkbox"/>	GRDC121	INTRODUCTION TO LETTERING AND TYPOGRAFI	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GRDC122	DRY AND WET MEDIA ILLUSTRATION	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GRDC123	PRINTING METHODS IN GRAPHIC DESIGN	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GRDC124	ADVANCED LIFE DRAWING	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GRDC125	ADVANCED PRINCIPLES & PRACTICE OF GRA D	==Please Choose==	25-JUL-2022	2	S2	WF

An image of indicates that the particular subject is not available for cancellation

Figure 30: Subject Cancellation interface.

You will then be required to select the subject(s)/course(s) you want to cancel and then choose a reason from the drop down menu. In this case the reason would be “WRONG REGISTRATION” as shown in Figure below. If there are multiple select as many as apply.

Subject Cancellation

Student Number: 220015803
Name: MR RICHARD EGYIR

AcademicYear 2022
Qualification BAGRAP - BACHELOR OF ARTS (GRAPHIC DESIGN)

Note: Select the subjects to cancel. You cannot select all the subjects for cancellation; you must first cancel the qualification using the Cancel Qualification step in the left hand menu.If the 'tick box' is unavailable you cannot tick the compulsory subject.

Cancel	Subject	Description	Reason	Registration Date	QualNo	Academic Period	Mode of Study
<input type="checkbox"/>	GPD111	COMMUNICATION SKILLS	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GPD122J	AFRICAN STUDIES: CONFLICTS AND CONFLICT	WRONG REGISTRATION	26-JUL-2022	2	S2	WF
<input checked="" type="checkbox"/>	GPD122Z	AFRICAN STUDIES: HISTORY OF AFRICAN ART	✓ ==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GRDC111	FOUNDATIONS OF GRAPHIC DESIGN	==Please Choose==	22-JAN-2022	1	S1	WF
<input type="checkbox"/>	GRDC112	BASIC LIFE DRAWING	==Please Choose==	22-JAN-2022	1	S1	WF
<input type="checkbox"/>	GRDC113	IDEA DEVELOPMENT AND SYMBOL CREATION	==Please Choose==	22-JAN-2022	1	S1	WF
<input type="checkbox"/>	GRDC114	DESIGN HISTORY	==Please Choose==	22-JAN-2022	1	S1	WF
<input type="checkbox"/>	GRDC115	BASIC PRINCIPLES & PRACTICE OF GRA. DESIG	==Please Choose==	22-JAN-2022	1	S1	WF
<input type="checkbox"/>	GRDC121	INTRODUCTION TO LETTERING AND TYPOGRAFI	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GRDC122	DRY AND WET MEDIA ILLUSTRATION	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GRDC123	PRINTING METHODS IN GRAPHIC DESIGN	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GRDC124	ADVANCED LIFE DRAWING	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GRDC125	ADVANCED PRINCIPLES & PRACTICE OF GRA D	==Please Choose==	25-JUL-2022	2	S2	WF

An image of  indicates that the particular subject is not available for cancellation

Save Subject Cancellation Clear Form

Figure 31 : Selecting the wrongly registered course

You will now be required to click on the “SAVE SUBJECT CANCELLATION” button located at the bottom of the page which will confirm the cancellation as shown in Figure below

Subject Cancellation

Student Number: 220015803
Name: MR RICHARD EGYIR

AcademicYear 2022
Qualification BAGRAP - BACHELOR OF ARTS (GRAPHIC DESIGN)

Note: Select the subjects to cancel. You cannot select all the subjects for cancellation; you must first cancel the qualification using the Cancel Qualification step in the left hand menu.If the 'tick box' is unavailable you cannot tick the compulsory subject.

Cancel	Subject	Description	Reason	Registration Date	QualNo	Academic Period	Mode of Study
<input type="checkbox"/>	GPD111	COMMUNICATION SKILLS	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GPD122J	AFRICAN STUDIES: CONFLICTS AND CONFLICT	==Please Choose==	26-JUL-2022	2	S2	WF
<input checked="" type="checkbox"/>	GPD122Z	AFRICAN STUDIES: HISTORY OF AFRICAN ART /	WRONG REGISTRATION	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GRDC111	FOUNDATIONS OF GRAPHIC DESIGN	==Please Choose==	22-JAN-2022	1	S1	WF
<input type="checkbox"/>	GRDC112	BASIC LIFE DRAWING	==Please Choose==	22-JAN-2022	1	S1	WF
<input type="checkbox"/>	GRDC113	IDEA DEVELOPMENT AND SYMBOL CREATION	==Please Choose==	22-JAN-2022	1	S1	WF
<input type="checkbox"/>	GRDC114	DESIGN HISTORY	==Please Choose==	22-JAN-2022	1	S1	WF
<input type="checkbox"/>	GRDC115	BASIC PRINCIPLES & PRACTICE OF GRA. DESIG	==Please Choose==	22-JAN-2022	1	S1	WF
<input type="checkbox"/>	GRDC121	INTRODUCTION TO LETTERING AND TYPOGRAFI	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GRDC122	DRY AND WET MEDIA ILLUSTRATION	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GRDC123	PRINTING METHODS IN GRAPHIC DESIGN	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GRDC124	ADVANCED LIFE DRAWING	==Please Choose==	25-JUL-2022	2	S2	WF
<input type="checkbox"/>	GRDC125	ADVANCED PRINCIPLES & PRACTICE OF GRA D	==Please Choose==	25-JUL-2022	2	S2	WF

An image of  indicates that the particular subject is not available for cancellation

Save Subject Cancellation

Click

Figure 32: Confirmation of subject to be cancelled

Once the process has been successful, you will see the confirmation message as shown in the image below.

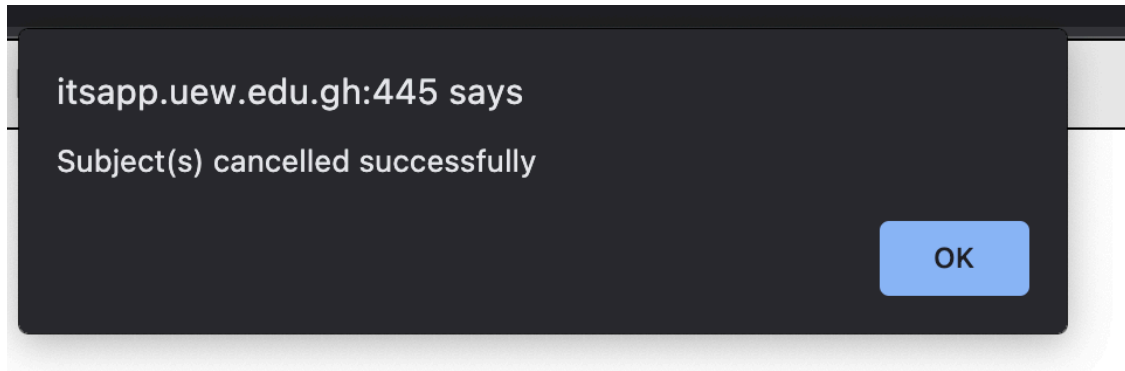



Figure 33: Message showing successful confirmation of courses

To ascertain that the dropping of the course(s) has been successful, you would go into your student portal and under the proof of registration you will see that the wrong course has a “Y” under the Cancel column which signifies that the course has been cancelled.

Note that any wrongly registered course would not be deleted from your proof of registration. It will appear on the registration slip, however, under the cancel heading you will see a “Y” showing it has been canceled. An “N” will show that it hasn’t been cancelled.



PROOF OF REGISTRATION
To Whom It May Concern

29-Dec-2021

It is hereby confirmed that the under mentioned person is a registered student at UNIVERSITY OF EDUCATION, WINNEBA -.

Student Number: 200049248
Student ID Number: 19880917
Name: RAHINATU BUHARI ABDUL-MUMIN
Registered for Period: 11-Sep-2021 - 30-Dec-2021
Qualification: MEDHPR MASTER OF EDUCATION PHYSICAL EDUCATION

Subject	Description	Qual.	Class Group	Exam Year	Exam Month	Cancel	Offering Type	Amount
PES721	W2 SANDWICH SEMESTER 2 CURRICULUM DEVELOPMENT IN PHYSICAL EDUCATION	MEDHPR	A	2021	11	N	WS	0.00
PES722	MANAGEMENT OF PHYSICAL EDUCATION AND SPORTS	MEDHPR	A	2021	11	N	WS	0.00
PES723	THESIS	MEDHPR	A	2021	11	N	WS	0.00
PES726	PSYCHOLOGY OF SPORTS AND PHYSICAL EDUCATION	MEDHPR	A	2021	11	Y	WS	0.00
PES727	ADAPTED PHYSICAL ACTIVITY AND SPORT	MEDHPR	A	2021	11	N	WS	0.00
Subtotal:								0.00
Total:								0.00

Outstanding Balance: -3978.00

Figure 34: Dropped Courses highlighted in red with Cancel status “Y”

5.0 CHECKING OF RESULTS/TRANSCRIPT OF RESULTS IN STUDENT PORTALS

Students have the opportunity to check their performance in their various courses when the courses have been published by their lecturers.

To do this they are to click on the Student Enquiry link of the navigation links. On doing this a page opens up as shown below which shows an unofficial online transcript of courses registered by students and the results.

When no results are available it would show “No results” on the page. However, once results have been published, they would become officially available complete with the letter grades for students to see.

The screenshot displays the University of Education, Winneba student portal interface. At the top, it shows the university name and the date Wednesday, 22nd December 2021. The student's number is 200049275, and the page title is 'academic record(JASPER)'. Navigation buttons for 'Previous Page' and 'Next Page' are visible. A sidebar menu on the left includes 'Student Web' with options like 'Application', 'Registration', 'Rules and Regulations', 'Submit Registration', 'Proof of Registration - PDF', 'Proof and Cost', 'Credit Certificate', 'Registration Restrictions', 'Add Subjects to a Registration', 'Process Status', 'Student Enquiry', 'academic_record(JASPER)', 'Academic Admission Status', and 'Summarised Statement of Account'. The main content area shows a 'STUDENT COPY OF ACADEMIC RECORD' for student ALIDU KARIM VIENU, born 20-JUN-1982, studying for a Master of Education in Political Science in the 2020/2021 period. The record is for the 'SANDWICH SEMESTER 2' and lists several courses with 'NO RESULTS' and '0.00' grade points. A large 'UNOFFICIAL' watermark is overlaid on the transcript. At the bottom right, it is signed by the Deputy Registrar, Division of Academic Affairs.

2020/2021	SANDWICH SEMESTER 2	Credits	Grade	Grade Points
EDPO802	EDUCATIONAL ASSESSMENT	3.00	NO RESULTS	0.00
POL716	POST-CONFLICT PEACE BUILDING AND TRANS JUST	3.00	NO RESULTS	0.00
POL702	APPLIED RESEARCH METHODS IN POLITICAL SCIENCE	3.00	NO RESULTS	0.00
POL704	ISSUES IN POLITICAL THEORY	3.00	NO RESULTS	0.00
POL710	SEMINAR (SPECIAL PRESENTATION)	3.00	NO RESULTS	0.00
POL722	THE MAKING OF FOREIGN POLICY	3.00	NO RESULTS	0.00
TCR : 18.00		TGP :	SGPA :	CCK :
		CGV :	CGPA :	

Figure 35 : Unofficial Online Transcript for Students

Where your transcript exceeds one page you can use the navigation buttons at the top of the page to move between pages (i.e., Next page and Previous Page).

Please note that you cannot print this out as an official transcript. For an official transcript you would have to pay the requisite fee and submit the receipt to Academic Affairs for an official transcript.

6.0 ITS ERROR MESSAGES AND THEIR SOLUTIONS

6.1 No Possible Subjects Error

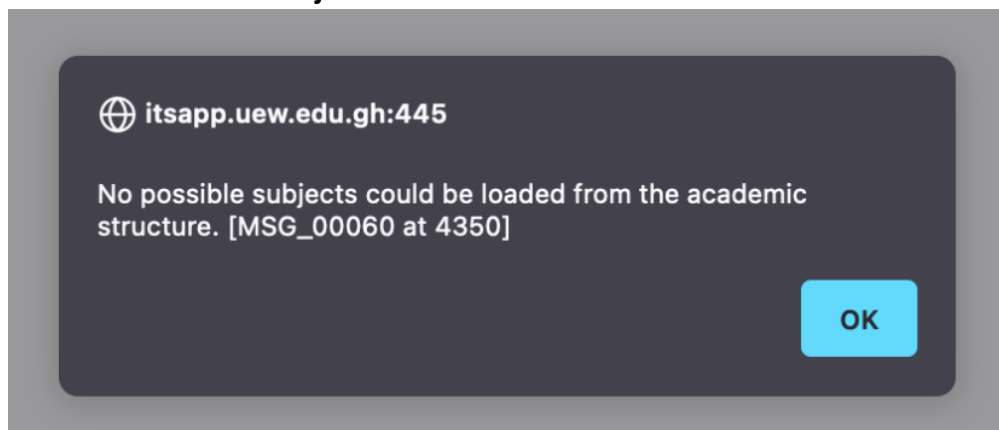


Figure 36 : No Possible Subjects error

When the above error message pops up it means that there are no courses uploaded to the student’s portal for the student to register.

The solution is to check whether the student has been appropriately placed on right programme, level, and offering type. If all these are correct the student should report to either the Departmental Examination Officer, Graduate Coordinator or Departmental Administrator or Administrative Assistant for the courses to be uploaded.

6.2 Fees not Finalized Error

Process Trail: [Qualification](#) > [Study Choice](#) > [Subject](#) > [Details](#)

Registration Details

Student Number: 200052070
Name: MR CHARLES OBEEL

AcademicYear	2022
Qualification	MEDTES - MED (TEACHING ENGLISH AS SECOND LANG)
Mode of Study	WS - WINNEBA SANDWICH
Academic Period	W1 - SANDWICH SEMESTER 1
Period of Study	7 - LEVEL 700

Academic Credits	
Previous Academic Years	0
This Registration	15
Total for This Year	15

Required Registration Credits	
Minimum	Maximum
None	None

Subjects	Mode of Study	Academic Period	Attendance Type	Academic Credits
EDI702 - COMPUTER APPLICATION IN EDUCATION	WS - WINNEBA SANDWICH	W1 - SANDWICH SEMESTER 1	N - NORMAL	3.000
TESL711 - PRESENT DAY ENGLISH STRUCTURE AND USAGE	WS - WINNEBA SANDWICH	W1 - SANDWICH SEMESTER 1	N - NORMAL	3.000
TESL712 - PHONETICS AND PHONOLOGY OF ENGLISH	WS - WINNEBA SANDWICH	W1 - SANDWICH SEMESTER 1	N - NORMAL	3.000
TESL713 - CONTRASTIVE LINGUISTICS AND ERROR ANALYSIS	WS - WINNEBA SANDWICH	W1 - SANDWICH SEMESTER 1	N - NORMAL	3.000
TESL714 - RESEARCH METHODS	WS - WINNEBA SANDWICH	W1 - SANDWICH SEMESTER 1	N - NORMAL	3.000

Note:

- Click on 'Continue' button to display Registration Costs.
- To make amendments use the "Process Trail" at the top of the page that will take you to the appropriate page.

ORA-20101: i06pkg_raise_fees:invsq=3825 : Event 05 Qual/Subj MEDTES Fees not Finalized : Registration Stopped *

Figure 37 : Fees not finalized error message

Anytime you come across an error message which says “Fees not Finalized” you need to refer this error message to the Finance Section for resolution. This usually affects a whole class. One person from the class should report it and once it is corrected it affects the whole class. Without it clearing you will be prohibited from completing the registration process.

6.3 Insufficient Funds Error

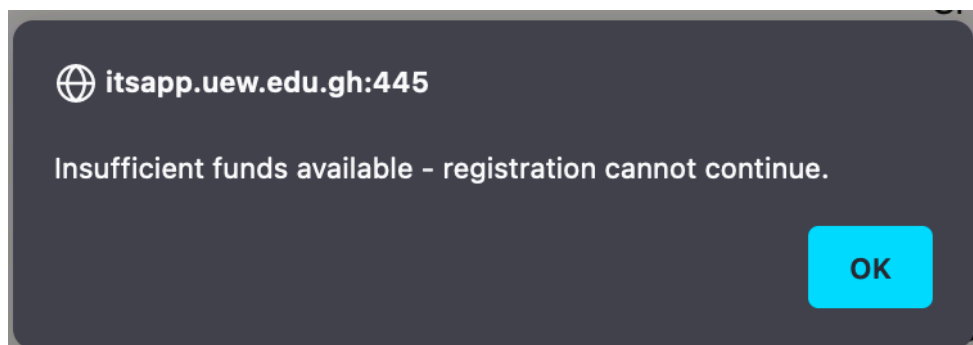


Figure 38 : Insufficient funds error

When you encounter this error, it means that your fees balance is not up to what has been billed on the system. It could be that you may have paid your fees in full but it has not reflected in the system or it could be that the student has not paid the fees in full. In such an instance the system would prevent you from registering and confirming your courses.

You are to contact the Student Support Service Office with your payment receipts i.e., if you have paid in full. Where you have not paid your fees in full you are required to do that or contact the Student Support Service office of the Finance Section.

6.4 Maximum Unsuccessful Login Attempts Reached Error

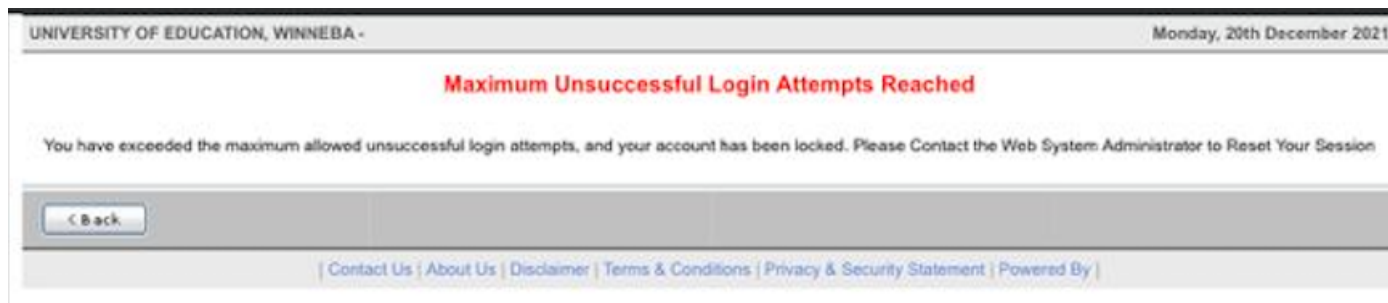


Figure 39 : Maximum unsuccessful login attempts

This error relates to students using the wrong credentials to log into the system. It may be that you are using either a wrong student number or wrong pin which results in this error.

To resolve it you need visit your departmental Administrator or Administrative Assistant and they would reset it for you on the spot. You will be required to choose a new pin which you would do paying attention to the rules and regulations for selecting pins.

The student iEnabler is the name given to the student web portal. When you see an error displayed in an iEnabler box, it simply means that there is an error message relating to the students' web portal. There are varying messages seen via the iEnabler box, however, we would be looking a the most prevailing ones.

6.5 No Admitted Application(s)

Student iEnabler

No admitted application(s) are currently available for selection by you. Please contact the institution with any queries. Thank You.

Figure 40 : No Admitted Applications Error

When you see this error, it simply means that you have not been admitted to the requisite programme. This issue is strictly an admission related problem and you must contact the admissions office (Undergraduate or Postgraduate) for the issue to be resolved. You would be admitted into the right programme, session and level pertaining to you.

6.6 The institution has not yet permitted the use of this option error

Student iEnabler

The institution has not yet permitted the use of this option to you.
Please contact us with any queries.
Thank You.

Figure 41 : Institution not permitting use of the option

You encounter this error when you have not been activated to use the web portal of the ITS system for registration.

You are to report to your departmental administrator who would then forward your details to the requisite office for you to be enabled onto the iEnabler platform.

7.0 IMPORTANT INFORMATION ABOUT REGISTRATION

1. You are responsible for your registration process. With this in mind you are to ensure that you register and most importantly register the requisite courses.
2. The ITS ERP system thrives on deadlines which are non-negotiable. This means that when a specific deadline expires it is extremely difficult to reverse the cycle or go back to perform activities during that cycle. As such students are entreated to ensure that they always work within the given deadlines. Failure to do so would attract fines and in certain circumstances deferment for the affected students.
3. The registration process is completely free. If you are asked to pay any money for registration, please report immediately to your Head of Department or Deputy Registrar Academic Affairs.

4. If you are unable to pay your fees in full see the student support services office under Treasury at the Finance Section of the Main Administration Block at North Campus or your Centre Coordinator for the procedures to obtain help
5. 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 and sanctions.
6. Registration would be ongoing concurrently with lectures should the need arise.
7. The first point of call for any problem is your Department Administrator. If the issue is beyond them, they would forward the problem to the requisite office(s) for resolution.
8. After confirmation of courses, students with errors in registration i.e., who have registered for wrong courses should contact their Department Administrators during the stipulated period for this exercise to have those problems corrected.

7.1 Tampering With Electronic Records

The information related to this can be found in the Students Handbook (2019) under 1.8 (1.8.1 & 1.8.2) on page 12 & 13.

What is Electronic Record

An electronic record is information recorded by a computer that is produced or received in the initiation, conduct or completion of university activity.

Examples in this context include:

1. admission records
2. assessment and examination records, and
3. financial records.

Tampering with electronic records includes but is not limited to:

1. A person knowingly making false claims or entry to any electronic record captured by the University systems.
2. A person personally or through a third party tampering with or hacking into any of the University systems to mutilate, conceal, remove or otherwise change any records or input on the system(s).
3. Anyone who attempts to forge or prepare transcripts, certificates or any other official university document that is different from the real results on the University's system(s).
4. The mode of application may include bribing, coercing, or soliciting favors from various categories of people to effect these changes.
5. Breach of this regulation shall attract outright dismissal from the University

Students are to take note of this important information and desist from tampering with any form of electronic records, be it registration slips, medical chits, admission letters, result slips etc.

8.0 FREQUENTLY ASKED QUESTIONS (FAQs)

1. **Can I register without paying my fees in full?**

No! you cannot. You must pay your full fees before you can register for the semester. However special arrangements could be made between the Student and the Student finance section of the Finance office for part payments plans among others.

2. **What should I do if I go to the bank and the teller tells me my details cannot be found for payment of fees?**

You should immediately report to the Student Help Unit at the Student records office for assistance. You may however confirm the claim by the bank by checking from the Mobile Money Payment option. Once your name pops up it means your data is active and payments on all platforms including the Banks should be possible.

3. **What happens if I add courses and don not confirm them before registration ends?**

You will be adjudged not to have registered as confirmation of courses transfers your added courses from the temporal location to your Lecturer's Scoresheets.

4. **Can I print out my Registration slip after Registration ends?**

Yes! You can access your registration slip or proof of registration from your student portal by clicking on the Proof of Registration link. The portal displays proof of registration for current semesters only. Your advice to print and keep hard copies on your personal files for future references as slips from previous semesters will no longer be active on the student portal.

5. **Where do I reset my portal password?**

To reset your student portal pins, report to the Administrator at your department. The Administrator at your various departments have been equipped with privileges to reset student pins.

6. **Do I have to go to SRO for my registration of courses?**

No! Registration of courses is done online by the student using their personal devices of internet cafes. Students who encounter problems in the registration must report to the Administrator at the Department for resolution. Where the problem is beyond the Departmental Administrator, He/She shall report to the Student Records Office and the Student in question shall be invited and assisted.

7. **Can I give my Student Portal Pin to a friend to register for me?**

No! You are responsible for your own course registration. Sharing your portal pin with a friend puts you at a security risk where certain personal information could be compromised. You also stand the risk of having wrong courses being registered for you. This could go a long way in hindering your graduation on time.

8. **If I register a wrong course/subject and I detect it later on, what should I do?**

Report to the Administrator at your Department for assistance in Cancelling the wrong course/subject. Failure to cancel such courses could affect your GPA as you would be adjudged to have taken the course.

9. **If I refuse to register for no apparent reason and registration end what would happen?**

You will be required to pay a fine as determined by the Finance office to enable you do late registration. You will also be denied entry in examination halls and in some cases be compelled to defer the programme.

10. **What do I do if I realize that my date of birth, name or other personal details are wrong or misspelt?**

You have to write a letter to the Deputy Registrar of the Division of Academic Affairs, explain the problem and stated what you want to be done. You must attache valid documental evidence to back you claim and request. Eg Birth Certificate, School Certificate, etc. Note. Change of Names is not allowed unless it meets the requirements as stipulated in the Students Handbook, i.e. Change of name by Marriage.