STUDENT'S REGISTRATION PROCEDURE

IMPORTANT NOTES BEFORE YOU BEGIN:

- *As a fresh student (**fresher**), Ensure you've completed the clearance process and migrated to the student portal.*
- *Generally, as a student, the portal will only allow course registration after paying your school fees.*
- *Consult your level adviser and confirm the courses you need to register before starting the course registration processes.*

A. HOW TO PAY SCHOOL SCHOOLS

1. Visit the university portal link portal.unilorin.edu.ng
2. Login with your JAMB registration number and enter your new password
3. On menu on the left-hand side of the screen, click on **"Fees and Receipts"**
4. The school fees amount of the current session will be shown on the screen
5. Click on "**Pay**" and wait till system connects with payment widget
6. Proceed with preferred of making payment (e.g. card, transfer etc.)
   If you experience trouble with making payment, contact COMSIT support line or refer to section D below

B. HOW TO REGISTER FOR COURSES

1. On menu on the left-hand side of the screen, click on **"Course Registration"**
2. Select the courses that are registrable for you in the current session (Harmattan and Rain Semesters)
3. Click on submit course registration and wait for your level adviser's approval
4. After the level adviser has approved the course registration, click on the **"Course Form"** and tab scroll down.
5. Click on **"Download Course Form"**
6. Take your course form to the designated officers/signatories for signing.

C. HOW TO APPLY EXTRA-CREDIT UNIT

1. On the left-hand menu, click **"Course Registration"** and switch to the **Extra Credit tab**
2. Switch to extra credit tab and click on **"Add Application"**
3. Select the **"semester(s)"** you want to apply for
4. Select the **"Credit Units"** you want to apply for
5. Submit
6. Come back to the system to check the status of approvals

D. HOW TO VALIDATE PAYMENT

1. On menu on the left-hand side of the screen, click on **"Transaction Validation"**
2. Compare the RRR number from Remita with Reference number on the portal
3. For matching reference number, click **"Validate"** and wait for a response.
4. If the transaction was successful, the status will change to **Successful**