2011/2012 REGISTRATION PROCEDURES

Conditions for Admittance into the Halls of Residence

1. Arrival of Students (Fresh Students)

Day 1: Arrival (Wednesday 14\textsuperscript{th} September, 2011)
- Time of Arrival: 8.00noon
- Registration Commences: 8.00noon – 6.00pm
- Break: 12:00 – 12:30pm
- Welcome Assembly: 8:00pm

Day 2: Thursday 15\textsuperscript{th} September, 2011
- Registration Commences: 8:00am – 6:00pm
- Break: 12:00 – 12:30pm

Day 3: Friday 16\textsuperscript{th} September, 2011
- Registration Commences: 8:00am – 6:00pm
- Break: 12:00 – 12:30pm

NB:

1. All students are to proceed to Cafeteria II where their luggages will be kept with the Security personnel before they proceed to the Lecture Theatre to commence registration. Special identification tags will be given.
2. All Fresh Students \textbf{MUST} pay 100\% of fees.
3. \textbf{Any student who arrives after 6:00pm will not be attended to. Please ensure arrival before 6.00pm.}
4. Students who have not registered by the expiration of the late registration period (Monday 19\textsuperscript{th} – Friday 23\textsuperscript{rd} Sept. 2011) will forfeit their studentship for the session.

2. Registration Venues and Steps:

Step 1: First Floor Lecture Theaters
- a. Payment - Directorate Financial Services Staff
- b. Hall Allocation - Directorate of Students Affairs
Step 2: CST Computing Laboratory
Course Registration for all Students
(200 Systems are available)

Step 3: a. Lecture Theatre 1
   Approval of Courses by CST Level Advisers

   b. Lecture Theatre 2
   Approval of Courses by CDS Level Advisers

Step 4: CST Computing Laboratory
Printout of Registration Forms

Step 5: Completion of Registration
Students proceeds to the Halls of Residence with:
1. Payment Slip
2. Hall Allocation Slip
3. Course Registration Slip
4. Parent Indemnity Form
5. Residency Agreement Form
6. Cell-Phone Outlaw Form
7. Cult Renunciation Form
8. Visitor Accreditation Form
9. Covenant University Hall of Residence Requirements for Undergraduate
10. List of Prohibited items in the Halls of Residence
11. Checklist Form