ACADEMIC AFFAIRS UNIT

1. SUBMISSION OF LETTERS OF APPLICATION FOR MAKE-UP EXAMINATION
   Please be informed that the Alpha semester make-up exams will hold in the second week of the Omega semester. Students that missed any of the Alpha semester examinations as a result of ill-health or other condonable reasons, are to forward their letters of application to the Registrar through their Heads of Departments not later than January 10, 2014.

2. PORTAL/REGISTRATION ISSUES
   Students with lingering Portal/Registration challenges are to enumerate their challenges in writing and forward through their HODs to the Office of the Registrar for further and appropriate action.

3. PAYMENT OF SCHOOL FEES
   Kindly note that admission into the Halls of Residence at resumption in the Omega semester shall be subject to the full payment of all outstanding school fees.

INFORMATION TO ALL 2014 SIWES STUDENTS

1. STUDENTS INFORMATION AND BANK DETAILS
   Eligible students for 2013/2014 SIWES Programme are required to drop the following details at their department before proceeding on holiday:
   - Personal e-mail address
   - Personal and Parent's telephone contact(s)
   - Bank Name
   - Bank Account Number
   - Bank Sort code

2. ACCEPTANCE OF PLACEMENT LETTER
   It is mandatory for all eligible Students for 2014 SIWES Programme to forward the acceptance of placement letter from the industry to the SIWES Office Room A224 (CST building). Alternatively, scanned copies of this could be forwarded to the SIWES Coordinator through the e-mail address: siwes@covenantuniversity.edu.ng

3. COLLECTION OF LOG-BOOKS AND OTHER MATERIALS
   All eligible students for SIWES Programme are to report at their various departmental office after the Alpha Semester Examination for collection of their log books and other relevant materials for SIWES 2014.

4. ADHERENCE TO UNIVERSITY CORE VALUES AND SAFETY RULES
   All 2014 SIWES students are to note that SIWES Programme is part of academic work in Covenant University. They are expected to be CU compliant all the time in their place of assignment. All existing rules at the place of IT must be obeyed. Students are also advised to obey all safety regulations and be safety conscious at all times

FINANCIAL SERVICES

Please be informed that students with outstanding bills would not be cleared for access into the halls of residence until all financial obligations are wholly settled. All students are expected to pick their Statement of Accounts at the Student Council Office before leaving the Campus.

STUDENT AFFAIRS ANNOUNCEMENTS

A. COMMUNITY ASSESSMENT AND IMPROVEMENT RESEARCH
   The Students Affairs in Omega semester will organize a series of Community Assessment and Improvement and Research that
will impact the CU community positively. This will offer students with variety of opportunities develop their abilities to provide solutions to problems. Student Volunteers are welcomed.

B. ACADEMIC AND CAREER DEVELOPMENT PROGRAMMES
The Student Affairs in conjunction with the Covenant University Counseling Center has planned a variety of development-oriented programmes for improving academic performance and increasing career prospects. More information will be available on the university’s website (www.covenantuniversity.edu.ng).

C. WORK STUDY PROGRAMME
The intending participants of the Work-study programme for Omega semester should commence interactions with the Work-study office via email (wsp@covenantuniversity.edu.ng). Interested participants are to submit their CVs, a brief essay about themselves and their understanding of the world of work.

D. COVENANT UNIVERSITY CULTURE
A. DRESS CODE: Covenant University Dress-code policy is one of the University's unique selling point, therefore from the Omega Semester,
   i. Blouses or Shirts for female students must drop BELOW the HIP LINE, and not the WAISTLINE.
   ii. Skirts made of Chiffon, Clingy or Stretchy materials are prohibited in Covenant University, while skirts worn at any point should be 2-inches below the knees. No excuse will be tolerated for skirts that do not meet the above requirements.
   iii. Clothing materials made of Chiffon, Net-like, lace-like or transparent materials are no longer allowed on campus.
   iv. Trousers for both male and female students must drop BELOW and COVER the ANKLE.
   v. Dress code on Sunday services should either be full corporate or compliant and decent native attires.
   vi. Female students must fix weave-on that matches the colour of their base or root hair.
B. HALL OF RESIDENCE POLICY
   i. All students should be informed that the Great silence and light out policy will be greatly enforced in the Omega Semester. To this end, students are advised to come with their rechargeable lamps.
   ii. As part of our core value of Responsibility, all Students are expected to inculcate cleanliness and maintenance culture throughout Omega semester. To facilitate this, the university management will provide sanitation materials like brooms, toilet brush, mop stick, detergents, etc. for every room at the start of omega semester.
   iii. Any wilful damage to university property will attract the appropriate sanctions.
C. UNIVERSITY EVENTS AND CHAPEL SERVICE ATTENDANCE
   i. To further instill the CU culture, attendance capture at all university functions and chapel services ends 15Minutes to the commencement of such events.
D. POLICY ON THE POSSESSION AND USE OF PHONE AND GADGETS
   i. Mobile Phones, and SIMs are prohibited on campus. All students are hereby enjoined to look out for it.
   ii. Henceforth, SIM-enabled tablets are also not allowed. Violators will be sanctioned and such tablets confiscated.

CSIS ANNOUNCEMENT
All students are hereby informed of the “MOODLE Training” coming up during the first week of resumption next semester. Also ensure you visit http://learn.covenantuniversity.edu.ng for tutorial videos on “Student Guide to Moodle”.

All Students are expected to enroll all their omega semester courses via http://learn.covenantuniversity.edu.ng before resumption of omega semester. Enrollment keys would be made available to each student's Covenant University e-mail and cu portal http://portal.covenantuniversity.edu.ng

Student and their parents should visit the University portal regularly for updates on result publications.

SHORT SUMMER COURSES IN JUNE – JULY 2014
This is to inform all students that the University will be sending detachments of students for short summer courses to the United Kingdom, United States and African Universities next year (2014). This will be different from the Taster Programme as the courses will be taught for vocational skills acquisition, for capacity development.

Eligibility of the students for summer courses
1. Must be in 300 level or below
2. Must have a CGPA of 3.5 and above
3. Must not have had any disciplinary case in the institution.

Please note that the list of courses, cost implications and other requirements will be advertised on the University website before resumption. You are therefore enjoined to look out for it.

EDS HOME ASSIGNMENT
All students are to re-do the EDS home assignment by clicking on 'EDS Questionnaire' on the Covenant University Website Homepage (middle column). All students are expected to fill and submit the form before resumption. It will be a requirement for check-in on resumption.

Signed
Olumuyiwa Oludayo
Registrar

www.covenantuniversity.edu.ng