Departure Assembly

Information Bulletin

Friday, December 4, 2020

Km. 10 Idiroko Road, Canaan Land, P.M.B 1023, Ota, Ogun State, Nigeria Tel: +234- Website: www.covenantuniversity.edu.ng

December 2, 2020

COURTESY VISIT OF TETFUND ICT COMMITTEE OFFICIALS TO COVENANT UNIVERSITY (23-11-2020)

Vice-Chancellor, Professor Abiodun H. Adebayo (5th Left), the Registrar, Dr. Oluwasegun Omidiora (4th Left) other members of Management with TETFUND ICT Committee members who came on a courtesy visit to Covenant University

ANNOUNCEMENTS

DEPARTURE PROTOCOLS
As it is our custom in Covenant University, God will not have us go like others do; the departure assembly is a forum for receiving departure blessings as we proceed to our various destinations for the holiday. Here are the details for departure protocols:

A. SECURITY PATROL PROCEDURE
- 24-hour security patrol around the Halls of Residence is ongoing till departure. All students should be vigilant at all times.
- Be Security Conscious all through this Departure week and particularly on Friday, December 4, 2020.
- Watch over your Valuables and other belongings religiously -(carry them with you if necessary).
- Report any suspicious persons and moves noticed in the halls to Hall officials, Security or student leaders.
- No vehicle should be allowed into the Halls of Residence Area till 4:00am Saturday, December 5, 2020, with exception to vehicles on essential duties.

B. STUDENTS SIGN-OUT AND CHECKOUT PROCEDURE (SAT, DECEMBER 5, 2020)
- All students are expected to have packed their bags by 4:00am, Saturday DEC 5, 2020 ready to check out.
- All rooms should be cleaned between 3:00am and 4:00am.
- All occupants are to submit the keys to their rooms to the hall desk.
- Occupants will be surcharged for rooms not cleaned and keys not submitted.
- All sanitation materials are submitted to the Hall Staff on duty before exiting the hall.
- Vacation from the Halls of Residence is by 10:00am, and the entrance door will be shut immediately.

C. ANNOUNCEMENT FROM ACADEMIC AFFAIRS UNIT
a. Students with Approved Change of Programme: Students whose applications for change of programme were approved are advised to effect the change with the JAMB office before resumption. Evidence of new JAMB admission letter is to be submitted in the respective Departments and Academic Affairs Unit.

b. Correctness of Names: Students whose names on the University portal do not correspond with what is reflecting on the JAMB admission letter are advised to rectify this with the JAMB office. The newly printed admission letter is to be submitted to the respective Departments and Academic Affairs Unit. This is to avoid having issues with certificate or being denied mobilization for the NYSC.

c. Rearrangement of Names on Certificate: Students, whose names are not properly arranged on the portal, should write to the Registrar through the respective Heads of Department attaching evidence of JAMB admission letter and birth certificate reflecting the correct names.

d. Students with Initials: Students with initials in their names are advised to change the initials to full name with the JAMB office in order to produce a new JAMB admission letter upon resumption, for correction on the University portal.

 attachment, students, whose names are not properly arranged on the portal, should write to the Registrar through the respective Heads of Department attaching evidence of JAMB admission letter and birth certificate reflecting the correct names.

Kindly visit the Admission Office of the Registry for details of change of name with JAMB.

e. Maximum names on Certificate: All students in particular, Final Year students, are to note that ONLY a maximum of three (3) names will be printed on their certificates.

f. Submission of Pending Documents: Students, who are yet to submit pending documents in their respective files, are to ensure submission to Departmental officers upon resumption in the second half of the Alpha Semester, 2020/2021 Academic Session, in January 2021.

g. Eligibility for Resumption: All students are to note that eligibility to partake in academic activities for the remaining part of Alpha Semester 2020/2021 Academic Session is subject to payment of all outstanding fees. 

D. FEES PAYMENT
Fees payment for the 2020/2021 session shall be 70% of current fees and 100% of any brought forward before resumption in January 2021. The balance of 30% school fees must be paid before resumption for Omega Semester.

HOW TO RESET MY PORTAL PASSWORD
1. login to cuportal.covenantuniversity.edu.ng
2. Click on forgot password
3. Type your matric number in caps as the username.
4. Click on Reset Request.
5. A reset link will be sent to your cu email address.

HOW TO UPLOAD MY SCHOOL FEE PIN INTO MY PORTAL
1. Login to cuportal.covenantuniversity.edu.ng
2. Click on student Account.
3. Click on make payment
4. Enter the amount to be paid (That is the amount purchased from the bank).
5. Select cu pin as the payment option.
6. Payment should be successful
7. If unsuccessful, send a mail to csis.support@covenantuniversity.edu.ng

I CANNOT LOGIN INTO MY CU EMAIL OR PORTAL
1. Send a mail to csis.support@covenantuniversity.edu.ng
2. With your details such as full names, matric number, department and level.

STUDENT SUPPORTS PROGRAMME
Though you are going home, we at Student Supports Programme are always available to help and support you on any matter. Please reach us on: cssp@covenantuniversity.edu.ng; or cussp@covenantuniversity.edu.ng

THE CHAPLAINCY SUPPORTS
The Chaplain and the entire pastorate at the Chaplaincy are available for counselling, prayers and other spiritual guidance all through the break. Please contact: chaplain@covenantuniversity.edu.ng; Telegram/WhatsApp: 08037010935.