NOTICE TO ALL CONTINUING STUDENTS

STUDENTS COURSE REGISTRATION PROCEDURE

2022/2023 ACADEMIC YEAR

SECOND SEMESTER

All continuing students are to note that Registration for the Second Semester of the 2022/2023 Academic Year is scheduled for Monday, 19th June –Sunday, 16th July, 2023.

Please find below the fees payment and course registration procedure:

1. Deposit at least 50% of all fees at any Consolidated Bank Ghana Limited branch using the bank's payment platform.
2. Students shall be required to indicate their Index Numbers at the Bank before they can make payment.
3. Students shall receive notice of activation of their accounts within 24 hours after payment reflects on the University's Finance System.
4. Students who do not receive the notice of activation should visit the Finance Directorate for assistance.
5. Log unto www.sip.gctu.edu.gh after account is activated to do course registration.
6. On the sip, select **COURSE REGISTRATION** to register courses for the semester.
7. Check **registration slip** to verify registration.
8. Print out the **registration slip** and sign student portion on the slip.
9. Send the registration slip to your Department for **ENDORSEMENT** (by the Head of Department/Campus Coordinator)
10. Submit a copy of the endorsed slip to your Department/Campus for reference.
11. Kindly contact your Head of Department, Faculty Officer or Campus Representatives for assistance if any course (s) for the semester is NOT found on your portal, or if faced with any difficulties in accessing your portal for registration.

NOTE: Students who fail to register their courses for the semester will be deemed not to have taken the courses, and therefore cannot take part in the examinations. All students are strongly encouraged to treat this information with utmost urgency and seriousness.

Issued by:

Jennyakudle

Director, Academic Affairs
For: Registrar

Dated: Monday, 19th June, 2023