NOTICE TO ALL STUDENTS

STUDENTS COURSE REGISTRATION PROCEDURE

This is to remind all students about the course registration procedure for the Second Semester of the 2020/2021 Academic Year.

Students are to follow the steps below to make fees payment and register for courses.

1. Deposit all fees into Interpay wallet at any Consolidated Bank Ghana Limited or Access Bank Ghana Limited branch
2. Log into Students Interpay portal https://interpayafrica.com/gctu/student using student Index Number as default username and password. Reset password after first attempt to login (System requirement)
3. Disburse fees in the Interpay wallet for the various charges i.e. tuition fees, endowment, SRC dues etc.
4. After successful disbursement, log into www.sip.gctu.edu.gh, (after 24 hours) to do course registration
5. On the SIP, select **COURSE REGISTRATION** to register courses for the semester.
6. Check result slip to verify registration
7. Print out the **registration slip** and sign student portion on the slip
8. Send the registration slip to the department for **ENDORSEMENT** (by head of department)
9. Submit a copy of the endorsed slip to the Faculty Officer for reference
10. Kindly contact your Head of Department or Faculty Officer if any course (s) for the semester is NOT found on your portal for registration.
11. In case of any difficulties in accessing your portal, kindly contact your Faculty Officer or Satellite Campus representatives for assistance.

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

Signed

DIRECTOR, ACADEMIC AFFAIRS