JIGAWA STATE POLYTECHNIC DUTSE
RETURNING STUDENTS' REGISTRATION GUIDELINE (2016/17 SESSION)
You are kindly advised to follow the below outlined procedures for the ONLINE registration!!!

Step_1

Make sure you have seen your previous semester results before making payment and registration

- *Carry-over students must register all FAILED courses before new ones and should not exceed the maximum allowed credit units by the portal.*

- *Students with REPEAT SESSION in Year I will have to register and RETAKE all courses in Year I. Likewise, students with repeat session in Year II must register and RETAKE all courses in Year II.*

- *Students having REPEAT SEMESTER must register and retake all courses for that semester e.g. if you have repeat in 1st semester Year I, you must register and retake all courses in 1st semester Year I etc.*

Step_2

Visit **www.jigpoly.edu.ng**, on the home page, under the **Returning Students** Tab, click **Portal Login**

Step_3

Enter Username and Password (**Note: *your username is the REGISTRATION NUMBER as shown on your semester result and your PASSWORD is the word*** password)

Warning!!! You are advised to change your password, Maybe to your mobile number.

Step_4

Proceed to make payment of the registration fees shown on your portal page. You may pay using any of the available payment methods.

If you choose to pay at any designated Bank Branch, you will have to generate the invoice before proceeding to the bank OR for convenience, you may pay using Master Card.

NB: If your payment was made at the bank branch, proceed to **Step_5**, *Else if your payment was made using Master Card,* **Skip Step_5 and proceed to Step_6**

Step_5

Verify your payment by entering the **RRR number** writing on the invoice issued to you by the bank.

Step_6

Add and Register all required courses. You may wish to ask your Department for the list of courses to be registered.

Step_7

Print the *Course Registration Form* **for 1st and 2nd Semester**

Step_8

Proceed to your department for endorsement of course registration form

Step_11

Make a photocopy of the endorsed course registration form and submit both copies to your department.

IMPORTANT DATES!!!

Opening of registration portal → 05/12/2016
Closing of registration portal → 16/12/2016
Commencement of lectures → 19/12/2016