

# JIGAWA STATE POLYTECHNIC DUTSE

KIYAWA ROAD, PMB 7040

## MIS/ICT UNIT

### NEW STUDENTS' REGISTRATION GUIDELINES (2017/18 SESSION)

#### FEMALE INDIGENES (MORNING PROGRAMMES ONLY)!!!

**\*\* Starting this academic session, all online registrations will be conducted at the Polytechnic MIS Unit Only. Students therefore are advised to strictly adhere to the below guidelines for successful registration exercise\*\***

#### **A. Screening and Collection of Admission Letters**

- ☞ proceed to your department with all original (**not Photocopy**) documents use in the online application for screening and collection of admission letter.
- ☞ ensure that your admission letter is **stamped** and **endorsed** by the department

#### **B. Verification of Indigene Letter**

- ☞ next, proceed to the **Bursary Unit** with the **endorsed admission letter**, **Original** and a **Photocopy** of your **INDIGENE LETTER** for verification and endorsement.

#### **C. Online Registration**

- ☞ proceed to the **MIS Unit** at the **Polytechnic Library** with your **endorsed admission letter**, **endorsed Indigene Letter**, and a copy of **recent passport photograph**
- ☞ pay the sum of **₦500.00** as the online registration service fee at the **MIS Unit**.

#### **D. Printing of Biodata, Course Registration, and Medical Forms**

- ☞ ensure to collect your **biodata**, **course registration**, **medical forms**, and **STUDENT ID/REGISTRATION NUMBER** before leaving the **MIS Unit**

#### **E. Verification and Endorsement of Printed Forms mentioned in (C) above**

- ☞ proceed to your **department** for endorsement of **biodata** and **course registration** forms,
- ☞ next, go to the **bursary unit** for endorsement
- ☞ and finally, proceed to the **student affairs unit** for endorsement.

#### **F. Collection and Submission of Student File**

- ☞ Collect two (2) copies of student's files (**green & yellow**) at the student affairs unit.
- ☞ **complete** the files and **attached** all the required documents. Details of all documents needed will be provided by the staff Incharge. **Submit** the completed files to the student affairs unit

#### **G. Student Health Services**

- ☞ proceed to the **Polytechnic Clinic** which is located behind **College of Engineering** for medical fitness tests.

#### **H. Collection of Student ID Card Form**

- ☞ proceed to the **SECURITY UNIT** with **2 copies of recent passport photographs** for collection of **Student ID CARD** form.
- ☞ complete the form and submit immediately. Ensure to write your **STUDENT ID/REGISTRATION** number at the back of the passports. The officer Incharge will notify you of the date for collection.

#### **I. Application for Hostel Accommodation**

- i. Only those candidates that have satisfied the above conditions are **eligible to apply**
- ii. You may proceed to the student affairs unit for more details.

**NOTE:** only those students who satisfied the above conditions (A-H) will be recognised as **JIGPOLY STUDENTS** and therefore eligible to sit for **EXAMS**.

#### **Important Dates:**

☞ **ONLINE REGISTRATION EXERCISE** → **13<sup>TH</sup> NOVEMBER – 24<sup>TH</sup> DECEMBER, 2017**

☞ **COMMENCEMENT OF LECTURES** → **2<sup>ND</sup> JANUARY, 2018**

# JIGAWA STATE POLYTECHNIC DUTSE

KIYAWA ROAD, PMB 7040

## MIS/ICT UNIT

### RETURNING STUDENTS' REGISTRATION GUIDELINES (2017/18 SESSION)

### FEMALE INDIGENES (MORNING PROGRAMMES ONLY)

**\*\* Starting this academic session, all online registrations will be conducted at the Polytechnic MIS Unit Only. Students are therefore advised to strictly adhere to the below guidelines for successful registration exercise \*\***

#### **A. Verification of Previous Semester Results**

☞ make sure you have seen your previous semester results and remarks

#### **B. Verification of Indigene Letter**

☞ next, proceed to the **Bursary Unit** with the **Original and a Photocopy** of your **INDIGENE LETTER** for verification and endorsement.

☞ then proceed to the **MIS Unit** at the **Polytechnic Library** to start the registration process.

#### **C. Generation of Remita Invoice and Payment of Registration Fees**

☞ present your **student ID card** to the staff Incharge. In case you have misplaced your ID card, you must obtain a **written note** from your **HOD**.

☞ pay the sum of **₦500.00** as the online registration service fee at the **MIS Unit**.

#### **D. Verification and Endorsement of Course Registration Form**

☞ proceed to your **department** for endorsement of **course registration**.

☞ submit the following documents to your department:

☞ the **original and a photocopy** of your **course registration form**

#### **E. Request for New Student ID Card**

☞ In case you have misplaced your ID card, kindly proceed to the **SECURITY UNIT** for more information.

#### **F. Application for Hostel Accommodation**

☞ students that have satisfied the above conditions are **eligible to apply**

**NOTE:** only those students who have satisfied the above conditions (A-E) will be recognised as **JIGPOLY STUDENTS**, and are therefore eligible to sit for **EXAMS**.

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- ☞ ensure that your admission letter is **stamped** and **endorsed** by the department
- ☞ proceed to the **MIS Unit** at the **Polytechnic Library** with your **endorsed admission letter** and a copy of recent passport photograph.

#### **B. Generation of Remita Invoice and Payment of Registration Fees**

- ☞ pay the sum of **₦500.00** as the online registration service fee at the MIS Unit.
- ☞ collect your **REMITA INVOICE** and proceed to any bank to make payment of the **Exact Amount** stated on the invoice.

#### **C. Printing of Biodata, Course Registration, and Medical Forms**

- ☞ after payment of registration fees, return to the **MIS Unit** for printing of **biodata, course registration and medical forms**.
- ☞ ensure to collect your **STUDENT ID/REGISTRATION NUMBER!!!** before leaving the **MIS Unit**

#### **D. Verification and Endorsement of Printed Forms mentioned in (C) above**

- ☞ proceed to your **department** for endorsement of **biodata and course registration forms**,
- ☞ next, go to the **bursary unit** for endorsement
- ☞ and finally, proceed to the **student affairs unit** for endorsement.

#### **E. Collection and Submission of Student's File**

- ☞ Collect two (2) copies of student's files (**green & yellow**) at the student affairs unit.
- ☞ **complete** the files and **attached** all the required documents. Details of all documents needed will be provided by the staff Incharge.
- ☞ **Submit** the completed files to the student affairs unit

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- ☞ proceed to the **Polytechnic Clinic** which is located behind **College of Engineering** for medical fitness tests.

#### **G. Collection of Student ID Card Form**

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- ☞ complete the form and submit immediately. Ensure to write your **STUDENT ID/REGISTRATION** number at the back of the passports.
- ☞ the officer Incharge will notify you of the date for collection.

#### **H. Application for Hostel Accommodation**

- i. Only those candidates that have satisfied the above conditions are **eligible to apply**
- ii. You may proceed to the student affairs unit for more details.

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- ☞ **COMMENCEMENT OF LECTURES** → **2<sup>ND</sup> JANUARY, 2018**

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- ☞ then proceed to the **MIS Unit** at the **Polytechnic Library** to start the registration process.

#### **B. Generation of Remita Invoice and Payment of Registration Fees**

- ☞ Present your **student ID card** to the staff Incharge. In case you have misplaced your ID card, you must obtain a **written note from your HOD**.
- ☞ pay the sum of **₦500.00** as the online registration service fee at the MIS Unit.
- ☞ collect your **REMITA INVOICE** and proceed to any bank to make payment of the **Exact Amount** stated on the invoice.

#### **C. Printing of Course Registration Form**

- ☞ after payment of registration fees, return to the **MIS Unit** for printing of course registration form.

#### **D. Verification and Endorsement of Course Registration Form**

- i. proceed to your **department** for endorsement of **course registration**.
- ii. submit the following documents to your department:
  - ☞ the **original and a photocopy** of your **course registration form**
  - ☞ a photocopy of **evidence of payment of fees** issued to you at the **BANK**

#### **E. Request for New Student ID Card**

- ☞ In case you have misplaced your ID card, kindly proceed to the **SECURITY UNIT** for more information.

#### **F. Application for Hostel Accommodation**

- ☞ students that have satisfied the above conditions are **eligible to apply**

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