

FIND BELOW RESUMPTION REQUIREMENT FOR 2017/2018 ACADEMIC SESSION.

Kindly note the following schedule of activities for fresh postgraduate students:

- i. Resumption: Sunday, September 3, 2017
- ii. Course Registration/Orientation: September 4-8, 2017
- iii. Commencement of Lectures: September 18, 2017
- iv. Alpha Semester Examination: January 15-29, 2017

- 1. No student will be allowed to register for this session without the full payment of fees. However, 60% of tuition fee is acceptable, bearing in mind that the 40% balance must be paid before Alpha Examination commences. Any student who does not pay fee and register before closing date will not be regarded as a student.**
- 2. All payments must be through the portal.**
- 3. All Faculty and Staff on Postgraduate Programme must also ensure they register for this session.**

RESUMPTION REQUIREMENTS FOR RETURNING STUDENTS

Step 1: Ensure payment of fees

- **Postgraduate Fees can only be paid at the two banks listed below:**
 - i. CMFB (Covenant University Microfinance Bank)
 - ii. ECOBANK
 - iii. FIRSTBANK

Payment of School Fees Procedure

- * Go to pgportal.covenantuniversity.edu.ng
- * Log in with your username and password * Click on “pay fees” to pay fees
- * See bottom of page and “click here to proceed”
- * Insert the amount
- * Select School Fee in the drop down box
- * Click to proceed
- * Choose Mode of Payment
 - CU PIN (Bank Payment): See list of banks to pay into. You will be given a unique CU-PIN for the value of the fee paid
 - College Pay (WebPay): You can pay using your Nigerian debit card.
- * If you chose CU PIN, insert receipt number as given from the bank and insert

PIN

- * If you chose WebPay, click to pay after confirmation of payment values
- * Once transaction is confirmed successful, click on “Print Receipt”

Payment for Accommodation

- * Click on “pay fees” to pay fees
- * See bottom of page and “click here to proceed”
- * Insert the amount for accommodation (N120,000)
- * Select Accommodation in the drop down box
- * Click to proceed
- * Choose Mode of Payment
- CU PIN (Bank Payment): See list of banks to pay into. You will be given a unique CU-PIN for the value of the fee paid
- College Pay (WebPay): You can pay using your Nigerian debit card.
- * If you chose CU PIN, insert receipt number as given from the bank and insert

PIN

- * If you chose WebPay, click to pay after confirmation of payment values
- * Once transaction is confirmed successful, click on “Print Receipt”

Step 3: Print Resumption Clearance

Step 4: Proceed to the Office of Exams & Record Officer for your Registry Clearance

Step 5: Proceed to ICT Center with your stamped Resumption Clearance Form for your ID card

Step 6: Proceed to the Hall of Residence with a copy of your stamped Resumption Clearance Form (**This is only for students who have paid for accommodation**)

Step 8: Proceed to your Department for any other necessary actions

PROCEDURE FOR ONLINE COURSE REGISTRATION

- Go to pgportal.covenantuniversity.edu.ng
- Login with your application number as your username and password
- Click on course registration
- Scroll down to Step 4 which is your current level courses
- Select the courses and add
- Wait for approval from your pg coordinator and
- Finally print out your course registration form and submit at the department.

