

UNIVERSITY OF ABUJA

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) UNIT

CHECK LIST FOR ADMISSION CHECKING, PAYMENTS AND REGISTRATION PROCEEDURES

NEW STUDENTS

All newly admitted students are expected to visit the University of Abuja official portal www.portal.uniabuja.edu.ng (OR, visit the University website www.uniabuja.edu.ng and click on **Portal** at the top of the page).

On opening, a pop-up form will display instructions on how to use the portal. Clicking on **General Information** will also display the instructions.

On the portal, click on the **New Students** button. This will lead you to the portal dashboard where the options available will be displayed. However, those who have previously visited the portal and have been screened at their faculties can click on **Returning Students** to complete their registration.

Carefully follow the instructions below in that order, for online Admission Checking, Payments and Registration processes.

1 CHECK ADMISSION STATUS:

Click on the button '**Check Admission status**' and enter your **JAMBID** in the box provided to check your admission status. If your status is '**Not Admitted**', patiently wait for the release of subsequent admissions.

2 ADMISSION NOTIFICATION:

Successful candidates will get a message on the course they are being offered. To print your **Admission Notification**, you are expected to pay the sum of **N4,500.00** through REMITA via the University Portal. **NOTE** that the system will not allow you to print Notification of Admission until you pay this fee. **DO NOT PAY CASH TO ANYBODY OR DIRECT TO THE BANK. ALL PAYMENTS MUST BE BY CARD OR INTERNET BANKING, AND ONLY THROUGH THE UNIVERSITY PORTAL.**

THE UNIVERSITY WILL NOT BE RESPONSIBLE FOR ANY PAYMENT MADE THROUGH OTHER MEANS THAN THE ONE MENTIONED ABOVE.

ALSO NOTE THE REMITA CHARGES 1% PROCESSING FEE ON ALL ITEMS PAID.

3 PRINT ADMISSION NOTIFICATION:

Successful students who have paid the Admission Notification Fee can proceed to click the **Print Admission Notification** button. Also click on the **Download Admission Pack** to download registration documents and other notices. You will be required to supply your JAMBID and SurName in the boxes provided.

4 **DEPARTMENTAL SCREENING:**

Proceed to Faculty/Department Screening with your original credentials and Admission Notification printed earlier on.

5 **AFTER SCREENING:**

Successfully screened students should collect matriculation numbers from the screening officer and wait for 24hrs for the upload of their matric numbers by the ICT Unit. **NOTE** that ICT Staff will only collect matriculation numbers from the screening officers for uploading. No student should take his matriculation number to ICT staff for uploading.

6 **UPDATE BIO-DATA:**

Students should login with their Matriculation Numbers and update their Bio-Data by completing other personal information yet to be filled. **NOTE** that every information you give is important and is for the benefit of your studies. Ensure that all fields are completed in the Bio-Data form. Also check and make sure that your names are in order as collected from JAMB. **CHECK** that your surname, middle name and first name are correctly captured. Please, in case of error, fill a form for correction of names in the Registry Department. The names that appear on your admission letter are the names that will be on your certificate after graduation. There should be no abbreviation whatsoever in your names. ICT Unit will collect and update all corrected students information when approved by the Registrar.

7 **CHANGE YOUR PASS WORD:**

It is advisable for students to change their password from the default password to a customized password and protect it against hackers for security reasons. It is obligatory on you to protect your password. Do not allow your password to be used by another person other than yourself.

8 **UPLOAD PASSPORT PHOTOGRAPH:**

Upload your passport photograph and save it with your Matriculation Number with the extension **.JPG**. The size should be as stipulated on the portal (100x100 pixels, not more than 100kbytes) .This is very important because your payment receipts will not be valid without your passport photograph.

9 **PAY SCHOOL FEES:**

Students can pay school fees and other incidental charges on the portal. They can also print receipts of all payments. **NOTE** that using the suggested modes of payment on our

portal is to safeguard your funds and to avoid loss of money during payment transactions.

10 **HOSTEL ACCOMMODATION:**

Application for Hostel Accommodation is optional and should be done through the portal. Click on **Hostel Accommodation** on the Dashboard to book for accommodation. Applicants shall be treated based on first-come-first serve basis.

A period of one week from the date of approval shall be given to students whose applications have been approved to make payment. All booked spaces not paid for within one week of booking shall be revoked.

NOTE that you cannot book more than once. Also make sure you choose a hostel on the campus where your faculty is located. **PLEASE, DO NOT PAY FOR ACCOMMODATION WITHOUT A BOOKING. THERE WILL BE NO REFUNDS.**

11 **EVIDENCE OF PAYMENT OF ACCOMMODATION:**

Successful students that have been allocated hostel accommodation should Print Bed Space Booking Approval, pay Hostel Accommodation Fee and print evidence of payment. They should also print Bed Space Allocation Slip and Hostel ID Card. At this point they can proceed to their various Hostels and see their Hostel Administrators to occupy their allocated spaces.

12 **COURSE REGISTRATION:**

After screening and Bio-Data Update, click **Returning Students** on the main Undergraduate Portal menu. Log in with your Registration Number and Password. This takes you to your Dashboard where you can select **Course** Registration on the left panel. Complete your Registration by registering all the courses you are expected to offer this session. **NOTE** that your Course or Level Coordinator as the case may be, is assigned to guide you on what to do. You need to know your Level Coordinator.

13 **MEDICAL REGISTRATION:**

Complete the Medical Record Forms downloaded earlier fill them and visit the University Medical Centre for further instructions.

14 **LIBRARY REGISTRATION:**

Visit the University Library and register as a student so that you can have access to Library facilities.

15 **DOCUMENTATION:**

Submission of all verified registration and payments documents as required by the University in appropriate files as guided by your Faculty officer

16 **MATRICULATION OATH:**

Signing of Matriculation oath is an important event in the history of new students. It is only when this is completed that they are regarded as students of the University of Abuja.



**UNIVERSITY OF ABUJA, ABUJA
ACADEMIC PLANNING UNIT
(Office of the Vice-Chancellor)**

**APPROVED ACADEMIC CALENDAR FOR THE
2016/2017 ACADEMIC SESSION**

S/N	DATE	DESCRIPTION
1.	Sunday, 6 th November, 2016	Commencement of 2016/2017 Academic Session & Arrival of fresh students
2.	Monday 7 th November, 2016	Normal Online Portal Registration begins for Fresh Students
3.	Sunday 13 th November, 2016	Arrival of Returning Students
4.	Monday 14 th November, 2016	Normal Portal Registration begins for Returning Students Change of Course forms available for returning students
5.	Monday 21 st November, 2016	Lectures begins for all students (15 Weeks)
6.	Monday 28 th November, 2016	Late Portal Registration Begins for all Students
7.	Monday 5 th December, 2016	End of submission of completed Change of Course forms
8.	Monday 9 th December, 2016	Online late portal registration ends for all students
9.	Monday 16 th December, 2016	All Registration documents reach the Registry, Academic Planning Unit, etc.
10.	Monday 19 th December, 2016	Commencement of End of Year Break – 2 Weeks
11.	Monday 2 nd January, 2017	All students resume from end of year break
12.	Tuesday 3 rd January, 2017	Lecture resume for the remaining part of the semester
13.	Thursday 12 th January, 2017	Matriculation Ceremony & Orientation for new entrants
14.	Friday, 24 th and Saturday, 25 th February, 2017	Convocation Ceremony
15.	Monday 13 th – 18 th March, 2017	Revision Week
16.	Saturday 18 th March, 2017	End of First Semester Lectures
17.	Monday 20 th March, 2017	First Semester Examination Commences (4 Weeks)

18.	Saturday 15 th April, 2017	End of First Semester Examination
19.	Monday 17 th April, 2017	First Semester Break Begins (2 Weeks)
20.	Sunday 30 th April, 2017	End of First Semester Break
21.	Tuesday 2 nd May, 2017	Second Semester Lectures Begins (15 Weeks)
22.	Monday 7 th - 12 th August, 2017	Second Semester Revision Week (1 Week) Examination for Students going on SIWES and Remedial Students (1 st Week)
23.	Saturday 12 th August, 2017	End of Second Semester Lectures
24.	Monday 14 th August, 2017	Second Semester Examination Begins (4 Weeks)
25.	Saturday 9 th September, 2017	End of Second Semester Examination for Regular Students
26.	Monday 11 th September, 2017	Second Semester Break Begins (8 Weeks)
27.	Monday 18 th September, 2017	SWEP Commences for Engineering Students (8 Weeks)
28.	Sunday 5 th November, 2017	- Commencement of 2017/2018 Academic Session - Arrival of Fresh Students

Signed:

Dr. I.M. Dagwa

Director



UNIVERSITY OF ABUJA

STUDENT MEDICAL HISTORY AND SCREENING FORM



Undergraduate and postgraduate students are requested to complete Part I of this form. Part II should be completed with the help of a qualified medical doctor from a recognized government hospital. The form should be returned to the Director, University Medical Centre after completion.

The information will be treated in strict confidence.

The purpose is to screen for possible health problems and give guidance to encourage excellent health.

PART I (To be filled by the student)

General Information

Surname: Other names
.....

Sex Date of
Birth.....

Address:
.....
.....
.....

Contact Phone Number Marital status
.....

Nationality: State of Origin
.....

Local Government Area
.....

Faculty Department
.....

Past Medical History

Answer YES or NO and comment below.

Have you ever had or do you have any of the following health problems?

■ Cardiac

- High Blood Pressure
- Heart Attack
- palpitation

■ Lung

- Sleep apnea
- Orthopnea

■ GI

- Jaundice
- Liver disease
- Gall bladder disease
- Gastritis/Ulcer disease
- Acid reflux
- Haemorrhoids
- Other

- Asthma
- Chronic obstructive pulmonary disease
- Tuberculosis
- Seasonal allergies

Other:

■ **Hemoglobinopathies**

- Sickle cell disease
- Thalassemias

Other:

■ **Substance abuse**

- Alcohol
- Marijuana
- Other drugs

■ **Diabetes**

■ **Thyroid disorder**

■ **Hepatitis**

■ **Dental disease**

■ **Glaucoma**

■ **High Cholesterol**

■ **Serious trauma**

■ **Kidney**

- Kidney infection
- Bladder infection
- Kidney stones

■ **Neuro**

- Migraine
- Stroke
- Seizure

Other

.....

■ **Psychiatry**

- Depression
- Anxiety
- Bipolar
- Eating disorder

■ **Environmental allergies**

■ **Bleeding tendency**

Comments if the answer to any of the above is YES, please give details with dates.

.....

■ **Surgeries**

Type of surgery and specific date:.....

.....

■ **Hospitalizations**

Name of Hospital, dates and reasons for hospitalization.

.....
.....
.....

■ **Medications**

Are you on any prescription medications YES/NO

List the drugs you are currently taking

.....
.....
.....

■ **Allergies**

List any drug that you have reaction

to:.....

.....
...

■ **Family History**

Does any member of your family (i.e. parents, grandparents, siblings) have these illnesses?

- High blood pressure
- Diabetes
- Mental illness
- Heart disease
- Stroke
- Migraines/headaches

■ **Immunization History**

- BCG
- CSM
- Tetanus
- Others

Date

Date

Date

Date

■ **Gynecologic History (females only)**

Do you have a period every month, YES/NO

Number of days of flow

Menstrual camps: Mild Moderate Severe None

Date..... Student signature

PART II

(To be completed by a qualified medical doctor from a recognized government hospital)

Height meters.

Weight Kg

Abdominal girthcm

Visual acuity R L
Without glasses
With glasses

Hearing: R L
Eyes:
Ears:
Pharynx:
Teeth:
Lymphatic glands:

CNS:

CVS: Pulse rate
 Blood pressure
 Heart sound

Respiratory system:

Abdomen:

Laboratory investigations (attach results)

S/N	TEST	REMARKS
1.	urinalysis	
2.	Stool Microscopy	
3.	PCV	
4.	Blood Group	
5.	Genotype	
6.	Mantoux test	

Chest X-ray (attach radiologist report

Name of Hospital:

.....

Film No.

Radiologist report

.....

.....

.....

Medical Doctor's Remarks: I have examined

..... and found him/her to be physically and mentally fit for studies in your institution.

Name of Medical Doctor:

.....

Folio no.; MDCN/R/.....

Hospital address (not P.O. Box)

.....
.....
.....

Doctor's signature and

date.....

(Hospital stamp)



UNIVERSITY OF ABUJA

(Office of the Vice Chancellor)

UNIVERSITY MEDICAL CENTRE

PROCEDURE FOR THE 2016/2017 ACADEMIC SESSION MEDICAL EXAMINATION AND CLINIC REGISTRATION FOR NEWLY ADMITTED STUDENTS.

DATE: Monday 7th NOVEMBER – Friday 16th DECEMBER 2016 (6 WEEKS)

VENUE:

1. **Main Campus Clinic** (Faculty of Agriculture Arts, Engineering, Management Sciences, Science, Veterinary Medicine, College of Health Science; Departments of Biology, Microbiology, Mathematics, Statistics and Computer Science).
2. **Mini Campus Clinic** (Faculty of Education, Law, Social Sciences; Departments of Physics and Chemistry).

TIME: 9:00am – 2:00 pm (Mondays-Fridays).

PROCEDURE

1. Download student medical history and screening form from the university portal
2. Fill the part 1 of the form
3. Take the filled form to a recognized government hospital where a qualified medical doctor will complete part II of the form
4. Bring the filled and duly signed form to the University Medical Centre.
5. Present evidence of payment of school fees to the finance officer
6. Go to the medical records office with
 - i. Three (3) passport size photographs
 - ii. Chest X-ray film and report
 - iii. Results of laboratory investigation

- iv. Filled and signed medical history and screening form
- 7. Proceed to the consulting room
- 8. collect your clinic hand card from the medical records office

NOTE: This card is non – reissuable; which means that **you use only one card during your stay in the University.** Bring it **always to the clinic** any time you feel sick or need to consult a Doctor. You are advised to keep it safe.

Thank you.

Acting Director, UMC