

UNIVERSITY OF PROFESSIONAL STUDIES, ACCRA

PROCEDURE FOR REGISTRATION FOR MAINSTREAM AND WEEKEND SCHOOL FRESH STUDENTS (FIRST SEMESTER 2013/2014 ACADEMIC YEAR)

The University of Professional Studies, Accra would like to inform the above-mentioned fresh students that registration will start from MONDAY, AUGUST 19, 2013.

Time: 9.00 - 4.00pm each day Break: 12.30pm - 1.30pm

What does <u>FULL_REGISTRATION</u> involve?

- Payment of Fees
- Validation of your entry qualifications and other documents
- Academic/Course Registration
- Medical Examination
- Acquisition of ID Card

1. PAYMENT OF FEES

All students are to pay their academic subsidized user fees and dues at the designated banks indicated in the Guidelines for Fresh Students and follow the link to http://107.22.240.148/interpay/student or visit upsa.edu.gh to disburse the payment you have made at the bank.

2. VALIDATION OF ENTRY QUALIFICATION AND OTHER DOCUMENTS

Go to the Records Centre (Room 34), 1st Floor, North Wing, New Administration Block to have the originals of your entry qualification (e.g. WASSCE certificate) and birth certificates cross-checked against the photocopies submitted. After successfully completing this process, you will be issued with Documentation Clearance Form and formal letter of admission to enable you proceed to the next level of registration at the ground floor of AB Block.

3. ACADEMIC/ COURSE REGISTRATION

Undertake course registration at the AB Block as follows:

Step (i) Manual Registration

- Show your admission letter, students' online payment slip and receipts for payment of fees to the Accounting Assistants at one of the following registration points appropriate to you:
 - AB. 1 BSc. Accounting and BSc. Banking & Finance
 - AB. 2 BSc. Marketing and Bachelor of Business Administration
 - AB.3 All Diploma Programmes
- Obtain and complete your bio-data and academic registration forms.
- Have the completed academic registration form cross-checked and endorsed by the Accounting & Registration Assistants.
- Write your name in a notebook provided after the endorsement of your academic registration form.

Step (ii) On-line Registration and Acquisition of ID Card

- Move to the Data Centre (AB. 9) and have your passport-sized photograph taken and details from the bio-data and academic registration form entered into the on-line system.
- Collect your confirmation slip from the Registration Assistant.
- Check from your confirmation slip to ensure that the right course codes and courses have been registered before you leave the Data Centre.
- The Registration Assistant will indicate to you when you need to come back for your ID card after you have undertaken your medical examination.

4. MEDICAL EXAMINATION

Use your chest X-ray taken at Diagnostic Centre to carry out your medical examination at the University's Clinic located at the North-East extreme end of our campus

REGISTRATION HELP DESK

Students experiencing any difficulties in registering may come to Room 07, Academic Affairs located at the North Wing, Ground Floor, New Administration Block or call the following

telephone line:028 9104726 or E-mail: admission@upsa.edu.gh.

Note Carefully:

- The On-line Offer of Admission Slip shall be inspected before registration can be started for every student.
- Any student who fails to register within the stipulated period of registration shall be prevented from taking part in the end of semester's examinations.
- Registration by proxy is **absolutely prohibited** and when detected shall carry a severe sanction.
- Students who have any queries concerning the courses they are to register should contact their respective Heads of Department.
- Students are strongly advised to keep in a safe place all copies of payment receipts and registration confirmation slip. In the event of any difficulty arising from a student's registration, the Academic Affairs Directorate shall demand an inspection of all receipts and registration materials.

Thank you.

Director, Academic Affairs