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**My Ref. No.** AKA/IPS/475

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21<sup>st</sup> August, 2013

## **REGISTRATION PROCEDURE FOR UNDERGRADUATE, DIPLOMA AND WEEKEND SESSION (LEVELS 200, 300 & 400) CONTINUING STUDENTS FIRST SEMESTER/TRIMESTER 2013/2014 ACADEMIC YEAR**

All Undergraduate Students (Morning, Evening & Levels 200, 300 & 400 Weekend Session) and Diploma Students (Morning & Evening Sessions) are to note that registration for the First Semester/Trimester of 2013/2014 Academic Year will take place as follows:

**Date:** Mon., 26<sup>th</sup> August – Sat., 31<sup>st</sup> August, 2013    **Time:** 9.30am – 4.00pm each day.

The Registration procedure shall involve **three** main steps:

### **Step 1: Payment of Subsidized Facility User Fee**

All continuing students are to pay their academic facility user fees and miscellaneous charges at the designated banks and follow the link <http://107.22.240.148/interpay/student> or visit [upsa.edu.gh](http://upsa.edu.gh) to disburse the payment effected at the bank.

All Undergraduate and Diploma Students (Morning & Evening Sessions) are expected to pay their subsidized user fees and miscellaneous charges at Access Bank while Weekend Session students pay their academic facility user fees and miscellaneous charges at Ecobank and Access Bank respectively.

The billing for academic facility user fees and miscellaneous charges for each continuing student may be obtained from the new payment platform indicated above or from the students' accounts office of the Finance Directorate located on the 1<sup>st</sup> floor of Access Bank, UPSA branch building.

### **Step 2: Completion of Academic Registration Form**

Proceed to complete your academic registration form as follows:

- Show your student's online payment slip and/or receipts for payment of fees to the Accounts Officer 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 – Diploma in Management & Diploma in Marketing**
  - AB. 4 – Diploma in Accounting & Diploma in Public Rel. Mgt.**
- Obtain and complete your academic registration form.
- Have the completed academic registration form cross-checked and endorsed by the Accounts Officer & Registration Assistant.
- Write your name in a notebook provided after the endorsement of your academic registration form.

### **Step 3: On-line Registration**

- Move to the **Data Centre (AB. 9)** and have your details from the academic registration form captured into the on-line registration 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.

### **Note Carefully:**

- *Student's ID card shall be inspected before registration can be started for every student.*
- *All students are to note that late registration will not be entertained. Students who register late risk paying **penalty** ranging from **GH¢50.00 – GH¢300.00**.*
- *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.

Anthony K. Afeadie  
(Assistant Registrar)  
**For: REGISTRAR**

### **Distribution**

All Notice Boards/Website  
SRC President

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The Vice-Chancellor  
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The Director (ISTD)  
The Co-ordinator (Quality Assurance)

All Heads of Department  
The Senior Medical Officer, UPSA Clinic  
The Acting Examinations Officer  
All Faculty Officers  
The Chief IT Assistant (AB.9)  
The Chief of Security  
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