

14th January, 2019

NOTICE
REGISTRATION PROCEDURE FOR UNDERGRADUATE AND DIPLOMA
FRESH AND CONTINUING STUDENTS - ALL SESSIONS
SECOND SEMESTER 2018/2019 ACADEMIC YEAR

All Undergraduate and Diploma Fresh and Continuing Students are to note that registration for the Second Semester 2018/2019 Academic Year will take place as follows:

Date: Monday, 21st January – Saturday, 26th January, 2019

Time: 9.00am – 4.30 pm each day.

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

Step 1: Payment of Fees

All Students are required to pay the appropriate Academic Facility User Fees at any branch of the following designated banks:

- Weekend School Students – Ecobank
- Mainstream Students – Access Bank or Ecobank depending on the bank the previous semester's fees were paid

Ensure that you quote correctly your **Student Identification Number** on all the pay-in-slips.

Log on to <https://www.interpayafrika.com/upsa/student> or follow the link on upsa.edu.gh to disburse the payment.

Note: *It is NOT POSSIBLE to disburse academic facility user fees paid at Ecobank on the interpay. Please present your Ecobank pay- in-slips to Students Account Office located on the 1st Floor of Access Bank UPSA branch for assistance in case of any difficulty.*

Step 2: Course Registration

Proceed to do the on-line course registration. Access the on-line registration portal by logging on to <http://upsasip.com/student>. Print out two (2) copies of ***Proof of Registration Slip*** upon successful completion of the on-line registration. All Level 400 students are advised to contact their respective departments for the pairing of elective courses before doing the registration.

Step 3: Submission and Endorsement of Proof of Registration Slips

Submit the Proof of Registration Slips to your Department Officer for endorsement after which one (1) copy of the Slip will be given back to you. Weekend Students are, nonetheless, requested to carry out the same process at the Weekend School Secretariat. Step 3 completes the process of registration. As reminder, the deadline for submission of the Proof of Registration Slips is **Saturday, 26th January, 2019.**

Registration Help Desk

Students experiencing any difficulties in registering may come to Room 7, Academic Affairs or call the following telephone lines: 0303-937544 or 0303-937542

Note Carefully:

- *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¢400.00**.*
- *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.*
- *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 endorsed proof of registration 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.

Signed

Anthony Afeadie

(Deputy Director of Academic Affairs)

For: REGISTRAR

Distribution

All Notice Boards & Website

The SRC President

