

## REGISTRATION PROCEDURES FOR FRESH AND OLD STUDENTS



***AFRICA CENTRE OF EXCELLENCE IN AGRICULTURAL DEVELOPMENT  
& SUSTAINABLE ENVIRONMENT (CEADESE)***

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**FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA**

## **REGISTRATION PROCEDURES FOR FRESH AND OLD STUDENTS**

### **VERIFICATION OF CREDENTIALS**

All freshmen on admission to the University are expected to report to the Centers' Records Office for the verification of their entry qualification(s) on which their admission was based. Having completed the verification formalities at the Records Office, they are expected to proceed to the designated Banks for payment of necessary fees. The Bank Teller for the fees paid will be converted to a University receipt at the Centre Accountant's Office. Freshmen whose credentials are found to be in order and have paid prescribed fees are given clearance certificate with which they proceed to their respective Programme Offices.

### **COURSE REGISTRATION**

#### **Online Registration Procedures for Fresh Students**

The procedure for newly admitted students for registration in any particular session is detailed on the university website [www.unaab.edu.ng](http://www.unaab.edu.ng).

#### **Registration Procedures for Returning Students**

Students are expected log on to the University website [www.ceadese.unaab.edu.ng](http://www.ceadese.unaab.edu.ng) for details of registration and schedule of fees.

#### ***Student Personal Data Forms***

All freshmen are also required to complete and return the Student Personal Data Forms to the Examinations and Records Office on registration. The Personal Data Form will give all details of Name, Nationality, State of origin, Sex, Religion, Correspondence and Home Addresses, Next of Kin, etc.

#### ***Sponsor's Form/Next of Kin Contact***

All freshmen will be required to complete a Sponsor's Form which will contain details of the name, permanent and correspondence addresses of sponsor, etc.

#### **Other Formalities for Registration as a Student**

Other registration formalities are completed in the Library and the University Health Centre, respectively. Because of the importance of the health of students to the University Authorities, failure to register at the University Health Centre not later than two months of student arrival on the campus attracts penalty of non-release of results until after the registration. Students who fail to register in the Library will not avail themselves of Library facilities.

## **Students Accommodation**

CEADESE Students are accommodated at the Postgraduate hostel.

### *Hostel Wardens*

Each hostel has a Warden who is the administrative head of the hostel and supervises the hostel staff. The Warden sees to the smooth-running of the hostels.

### *Criteria for Hostel Accommodation*

Because of the limited number of Hostel spaces, the following order of priority is used in the allocation of accommodation to students;

- i. Postgraduate students
- ii. Distinguished Sports Men/Women
- iii. Special provision for the Handicapped Students
- iv. Foreign Students

All categories of students listed above should collect the prescribed accommodation request form from the Student Affairs Office, complete and submit same.

All students offered accommodation in the University Hostels will be required to provide their own bedding materials (i.e. bed-sheets, pillow cases, blankets, etc.) for their personal use. The University regulations governing illegal lodging, visiting hours, the use of refrigerators and cooking gadgets in the hostels will be strictly enforced. Hostel accommodation is not transferable and defaulters shall be ejected forthwith and with appropriate disciplinary sanctions. The current hostel regulations are available in the Student Affairs Office for students who are accommodated in the University Hostels.

## **Student Unionism**

The University has a Postgraduate Student Association, subject to the laws of the University. Further enquiries on the Student Union are obtainable from the Union Secretariat at the Student Centre.

## **Registration of Clubs and Societies**

Clubs and societies are encouraged to operate on Campus. No Club or Society with ethnic, religious or political bias shall be registered and/or recognized by the University. Neither will unregistered Clubs or Societies be allowed to operate within the University. The rules governing the registration of Clubs and Societies are obtainable at the Student Affairs Office.

### **Student Identity Cards**

Every student in the University is entitled to an identity card for which he is expected to pay. Any student who loses his identity card is expected to swear to an affidavit and pay N250.00 to the coffers of the University for a replacement. Only students who are duly registered in the University Health Centre will be issued their identity cards.

### **University Sports, Life Plus and Wellness Centre**

The University Sports Centre encourages the development of talents of sports men/women by providing opportunities for sporting activities, under the supervision of Sports Coaches in all sports.

There is an annual inter-collegiate sports competition, which is an intra-University competition. Students are fully mobilized for this competition. Hence medals are usually keenly contested for.

As a means of encouraging sportsmen/women, accommodation is reserved for very few outstanding sportsmen/women and awards are made to them annually. The Directorate of Sports Unit is a unit handling all Sports activities. The first phase of the Sports Complex has been completed. The University is a member of the Nigerian University Games Association (NUGA). Also the University participates actively in West African Universities Game Association (WAUG) and our Sportsmen/women also do represent Ogun State and Nigeria in local and international sports competitions.

### **Cultism**

Cults are proscribed in the University. Any student found to be associated with any cult group will be expelled from the University and made to face the appropriate sanctions stipulated in the relevant Government Decree. Students are therefore endeared to help us keep FUNAAB cult free.

### **Student Centre**

The University has a student centre, which contains, (among other facilities that have been allocated to students and individuals), twelve tuck shops, five restaurants, two book/stationery shops and a community pharmacy shop. Recreational facilities such as indoor games, satellite TV, etc. are provided for students' use at the student's centre. All facilities are fully operational.