



## **WESLEY UNIVERSITY, ONDO**

### **Procedure for ONLINE COURSE REGISTRATION (First Semester, 2016/2017 Academic Session)**

The procedure below is to guide **STUDENTS AND COURSE ADVISERS** for Online Course Registration (First Semester, 2016/2017 Academic Session):

**Step 1:** Ensure that you have updated your profile on the students' portal (if you do not have password, see your Course Adviser).

**Step 2:** Ensure that you have paid the required school fee for the current semester or session through the eTranzact platform.

**Step 3:** On the portal, confirm your payment by entering the 'Confirmation Order Number' given to you at the bank.

**Step 4:** Click on the appropriate semester for course registration.

**Step 5:** Before you register, print the Course Registration Page and take it to your Course Adviser for appropriate advice.

**Step 6:** After receiving advice, your Course Adviser will give you a PIN that will enable you to go and complete your course registration (Course Advisers are obtain PINs through their corresponding result officers).

**Step 7:** Go back to the portal and continue from where you stopped.

**Step 8:** Print out your completed course form.

**Step 9:** Proceed to your Course Adviser for signing.