NOTICE TO ALL CONTINUING STUDENTS

STUDENT COURSE REGISTRATION PROCEDURE

2023/2024 ACADEMIC YEAR

FIRST SEMESTER

All Continuing Students are hereby reminded that Course Registration for the First Semester of the 2023/2024 Academic Year **began on Monday, 4th December 2023, and will end on Monday, 8th January, 2024.**

Students are to follow the steps below to make payment of their fees and register for their courses if they are yet to do so.

1. Make at least **50% payment of the 2023/2024 Academic Year's fees** at any Consolidated Bank Ghana Limited branch, using the bank's payment platform.
2. Students shall be required to indicate their student Index Numbers at the Bank to be able to make payment.
3. Students shall receive notice of activation of their account within 48 hours after payment reflects on the University's Finance system.
4. Students who do not receive the notice of activation yet have made payment of the require amount, should contact the Finance Directorate for assistance.
5. Log unto www.sip.gctu.edu.gh, after account is activated to do course registration.
6. On the SIP, select **COURSE REGISTRATION** to register courses for the semester.
7. Check registration slip to verify registration.
8. Print out the **registration slip** and sign student portion on the slip
9. Send the registration slip to your Faculty/Department/Campus for **ENDORSEMENT** (by Head of Department/Coordinator)
10. Submit a copy of the endorsed slip to your Department/Campus for reference.
11. Kindly contact your Head of Department or Faculty Officer/ Campus Coordinator for assistance if faced with any difficulty in accessing the portal.

NOTE: Students who fail to register their courses for the semester will be deemed not to have taken the semester, and therefore cannot take part in the examinations. All students are strongly encouraged to treat this information with utmost urgency and seriousness.

Issued by:
The Record Unit
Academic Affairs Directorate

For: Registrar

Dated: Friday, 5th January, 2024