



**THE
ICT
UNIVERSITY**

OFFICE OF THE DEPUTY VICE-CHANCELLOR OF ACADEMICS /ADMINISTRATION
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March 11, 2024

Internal Memo: ICT-U Student Community

Subject: Simple steps in completing online and onsite course registration processes

1. Complete your fee payment(s) following the payment plan of the university
2. Fee payment(s) can be completed either offline mode (via bank payments) or online mode (via your money wallet account – direct payments)
3. Upload your receipts of payment(s) (offline mode) or validate your fee payment(s) using your money wallet account.
4. For course registration purposes, you must contact the office of finance to collect a signed and stamped copy of your course registration form as evidence of financial clearance (Undergraduate level).

After completing the fee payment(s) confirmation protocol,

1. You must complete your online course registration process on Moodle (see video for online course registration)
2. You must submit the hard copy of your course registration form to be validated and approved by the Dean of your faculty
3. The faculty shall not sign any course registration form without evidence of complete online course registration.

Course Registration Schedule:

Returning Students	March 11 – March 22	Penalty starts March 23
New Students	March 13 – March 27	Penalty starts March 28

Penalty for late course registration [onsite and online] shall start immediately after the deadlines as indicated above

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