



UNIVERSITY OF ABUJA

CENTRE FOR DISTANCE LEARNING & CONTINUING EDUCATION

www.cdlce.uniabuja.edu.ng

2016/2017 REGISTRATION GUIDELINES AND FEE SCHEDULE FOR RETURNING STUDENTS

The registration exercise for fresh undergraduate and returning undergraduate students, for the 2016/2017 Academic Session is within the duration of four (4) weeks. The exercise shall commence on Wednesday, **May 24, 2017** and end on **Wednesday, June 21, 2017**. 200 Level Returning Students are expected to take note of the following registration procedures:

1. LOGIN TO NEW PORTAL STUDENT PORTAL: INFOSYS - SCHOOL INFORMATION SYSTEM

- a. Go online to: infosys.cdlce.uniabuja.edu.ng.
- b. Log in with your *email* as username, and your *lastname in lowercase* as password.

2. PROFILE UPDATE

- View profile
- Change password
- Input your mobile no (disable Do Not Disturb mode to ensure you subsequently receive school sms).
- Update profile and medical records as required.

3. SCHOOL FEES PAYMENT

School fees schedule for the 2016/2017 is attached. You are required to pay your school fees in whole at the beginning of the session.

- Pay your school fees (Management sciences - ₦67,300, Social sciences - ₦52,900) by:
 - a. Login to infosys.cdlce.uniabuja.edu.ng
 - b. Access "Fees Menu".
 - c. Click on "Make Payment" button, you are taken to a page where you see payment details.
 - d. The portal enables you to pay directly online, select your card type.
 - e. Continue "Make Payment", you are directed with your details to Payment Gateway Processor, Remita.
 - f. Complete your transaction there, you get the status report of your transaction.
 - g. "Return to Infosys", you are taken to Transaction history page.
 - h. Click on transaction to see details. Print three copies of each of your school fees receipt from Transaction Menu.

CAUTION

Make ALL payments by yourself! Do not pay by proxy!!

100L & 200L Students are ONLY allowed to pay via this platform:
(infosys.cdlice.uniabuja.ng).

The University is not eligible if you do not follow the stipulated guideline.

If you are in 100L or 200L, do not pay via any other link, except infosys.cdlice.uniabuja.ng.

It is only payment via infosys.cdlice.uniabuja.ng that enables you to CDL&CE Open Distance Learning Mode – mobile learning & online courses.

4. SUBMISSION OF RECEIPTS

- A. Submit to the bursary unit the printed receipts of your school fees, to ensure your receipts are stamped. Unstamped receipts are not valid.

- B. Submit your stamped receipt to Record Office of the Registry Unit at the CDL&CE.

For further information, visit: cdlice.uniabuja.edu.ng.

You may also send mail to info@cdlice.uniabuja.edu.ng or call +234 (0)7056856730 or 08091800007.

UNDERGRADUATE STUDENT FEES 2016/2017

200 Level Returning Student	Full Payment
Management Sciences	₦67,300
Social Sciences	₦52,900