



UNIVERSITY OF ABUJA

CENTRE FOR DISTANCE LEARNING & CONTINUING EDUCATION

www.cdlice.uniabuja.edu.ng

2017/2018 REGISTRATION GUIDELINES AND FEE SCHEDULE FOR RETURNING STUDENTS

The registration exercise for returning undergraduate students, for the 2017/2018 Academic Session shall commence on **Monday, August 13, 2018**. All students are expected to take note of the following registration procedures:

1. LOGIN TO SCHOOL INFORMATION SYSTEM

If you have been given provisional admission, you can log in to the school information system.

- a. Go **online** to: infosys.cdlice.uniabuja.edu.ng.
- b. Log in with your *valid email* as username, and your *surname / last name in lowercase* as password.

2. PROFILE UPDATE

- View profile
- Change password

3. SCHOOL FEES PAYMENT

School fees schedule for the 2017/2018 is attached. You are required to pay the **school fees**, in full at the beginning of the session.

There are two payment options on the portal:

- i. Pay direct online
 - ii. Pay on Remita RR at any commercial bank
- Pay your school fee on the school information system (infosys) by:
 - a. Login to infosys.cdlice.uniabuja.edu.ng
 - b. Go to "**Fees Menu**".
 - c. Click on "**Make Payment**" button on the fee you want to pay to see payment details.
 - d. Click on **Continue Make Payment**, to direct your details to Payment Gateway Remita.

- e. **Perform your transaction on Remita**, Remita will return you to Infosys and communicate the status of your transaction to your student page Infosys, in real time.
Alternatively, copy your RRR on Remita and pay on it at any commercial bank in the country. Remita will communicate the payment status of your transaction immediately to your student page on Infosys
- f. Upon payment either online or bank, go to your portal page, click on the Paid Fee or click on Transaction menu to see the history of your payments.
- g. Click on the transaction for details and **print your receipt in black and white.**

CAUTION

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

100L, 200L and 300L CDL&CE Students are ONLY allowed to pay via this platform: (infosys.cdlce.uniabuja.edu.ng).

In case you need support for your payment, contact the UniAbuja Distance Learning Help Desk at Area 3 Office (08091800007).

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

4. SUBMISSION OF DOCUMENTS AND RECEIPTS

- A. **Print in black and white** and submit two copies of your school fee receipt to the bursary unit for stamping. **Unstamped receipts are not valid.**
- B. Submit a copy of your stamped receipt to Record Office at the CDL&CE.

5. SUPPORT SERVICES

For further information or support visit: cdlce.uniabuja.edu.ng or call 07032993729 or 08091800007 or contact the Help Desk, at UniAbuja Distance Learning Office, Area 3, Abuja.

UNDERGRADUATE STUDENT FEES 2017/2018

Please find below the applicable fees for the returning students.

Returning 200 and 300 Level Students	Full Payment
Management Sciences	₦73,300
Social Sciences	₦58,900

All UniAbuja CDL&CE 100L, 200L or 300L students are to pay their fees and register for the session on infosys.cdlce.uniabuja.edu.ng. Do not pay via any other platform / link except infosys.cdlce.uniabuja.edu.ng. It is only payment via infosys.cdlce.uniabuja.edu.ng that enables you to CDL&CE Open Online Distance Learning.