



## UNIVERSITY OF ABUJA

### CENTRE FOR DISTANCE LEARNING & CONTINUING EDUCATION

[www.cdlice.uniabuja.edu.ng](http://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

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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](http://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

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- View profile
- Change password

#### 3. SCHOOL FEES PAYMENT

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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](http://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](http://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

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- 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

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For further information or support visit: [cdlce.uniabuja.edu.ng](http://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](http://infosys.cdlce.uniabuja.edu.ng). Do not pay via any other platform / link except [infosys.cdlce.uniabuja.edu.ng](http://infosys.cdlce.uniabuja.edu.ng). It is only payment via [infosys.cdlce.uniabuja.edu.ng](http://infosys.cdlce.uniabuja.edu.ng) that enables you to CDL&CE Open Online Distance Learning.