



OFFICE OF THE REGISTRAR
WILLIAM V.S. TUBMAN UNIVERSITY

**REGISTRATION STEPS
SEMESTER I ACADEMIC 2018/2019**

STEPS	NEW STUDENTS	STEPS	RETURNING STUDENTS
1	Proceed to the Admissions office for your letter	1	Proceed to the Admission office for your letter (Re-admission students only)
2	Proceed to your Department Chair for advisement and planning of your courses	2	Pick up your grade sheet from Registrar office with all your clearances.
3	Proceed to Academic Gallery at the Registrar's line to input your courses	3	Present grade slip to your college and receive a control card
4	Proceed to the Budget and Finance office for billing. If you are a scholarship beneficiary upon billing proceed to the Division of Student Affairs (Financial Aid and Scholarship Office) for an approved letter. If you are not a scholarship beneficiary go to Ecobank to make your tuition and fees payment	4	Proceed to your Dean/Department Chair for advisement and planning of your courses
5	Return to Budget and Finance office with your deposit slip to obtain Tubman University Official Receipt	5	Proceed to Academic Gallery at the Registrar's line to input your courses.
6	Proceed to the Registrar's office to complete your Registration	6	Proceed to the office of Budget and Finance for billing. If you are a scholarship beneficiary upon billing proceed to the Division of Student Affairs (Financial Aid and

			Scholarship Office) for an approved letter. If you are not a scholarship beneficiary go to Ecobank to make your tuition and fees payment
		7	Return to the Budget and Finance office with your deposit slip to obtain Tubman University Official Receipt
		8	Return to the Budget and Finance office with your deposit slip to obtain Tubman University official receipt

There are six colleges in the university of which you are to choose one to earn a career.

1. College of Arts And Sciences
2. College of Health Sciences
3. College of Education
4. College of Engineering and Technology
5. College of Management and Administration
6. College of Agriculture and Food Science

Students should take note of the following dates:

Access to College registration:	August 1 – 23, 2018
Registration for regular students:	August 13 – 27, 2018
First day of classes:	August 29, 2018
Late Registration	August 29, 2018 – September 4, 2018
Drop/Add	September 4 – 10, 2018