**FEDERAL COLLEGE OF EDUCATION KONTAGORA**
**KONTAGORA, NIGER STATE, NIGERIA**
**www.fcekg.edu.ng**

## 2018/2019 ACADEMIC SESSION

### REGISTRATION GUIDELINES

i.     Visit the College website at www.fcekg.edu.ng and select the Student Login Menu Option

ii.    Begin by updating your Student Account Profile. Click on the Account profile on the upper right side of the display to update your photograph and current UserID / Password.

iii.   Complete all the required fields on the Biodata Registration form by clicking on the Biodata menu.

iv.    All forms of online payments are made through the Make Payments menu. Fresh students are expected to begin payment with Acceptance Fee. Returning students are to begin their payments with School Fees. Hostel Accommodation Fee is optional and applicable to only those who are interested in securing campus accommodation.

v.     Students are eligible to register their Semester Courses only after the payment of prescribed School Fees as contained in the payment schedule.

vi.    Make printouts of all your online payment receipts to be endorsed by authorised Bursary officials.

vii.   Make printouts of all your online Registrations Forms for endorsement at the departments (and Admission Office for Fresh Students).

### METHODS OF PAYMENT

- Online payments through the use of ATM Card on portal are recommended.
- Those who prefer payment of fees through the banks *must generate Remita Reference Number (RRR) from the portal* and proceed to the banks with the printout.

### CLOSING DATE

Online payments and registrations are scheduled to close two (2) weeks after resumption of a semester activities. Late payments and registrations shall attract fines.

### NOTE

o    Matriculation Number (for fresh students) are generated automatically after the payment of School Fees

o    Online Semester Courses Registration shall henceforth be used to compute Semester Results. Therefore any student who did not register online shall not be allowed to sit for semester examinations.

Signed:

**Alhaji Haruna A. Kumbashi**
*The Bursar.*