

### Registration

Initial registration for fresh students lasts for two weeks from the day lectures begin. Registration closes with matriculation of 100 level students. For students in other levels and for the first and second semesters, registration closes three weeks after resumption for each session. Lateness within four weeks after the official registration date shall be allowed on payment of approved fees as a penalty per student. Any student who fails to register within the periods provided may be allowed on application to repeat the year in the following session.

A student shall not be allowed to change his/her subject combination admitted and registered until he/she has completed at least one full academic year in the College. A student who wants to change his/her subject combination must satisfy both the general and department requirements for the proposed subject combination. Any courses taken in the school of education and former Departments, including the prerequisite subjects shall be credited to such student regardless of the level of attainment in those courses.

The courses dropped shall appear in the student's official record but shall not be taken into account in determining the student's average grade point for graduation. The responsibility to decide on the relevance of the courses already taken shall rest on the Head of the new Department.

Change of course on health ground may be considered on its merit by academic Board.

### Procedure for change of Course

1. Students applying for a change of subject combination shall submit in application to his Head of Department who shall process and send it through the Dean to the Registrar.
2. The Registrar shall forward the application to the Dean of the New School for recommendation.
3. The Dean shall return the treated application to the Academic Board for approval.

### Matriculation

1. Matriculation of all duly registered students shall normally take place six weeks after resumption for orientation.
2. Matriculation confers full membership of the College Community on the newly admitted students.
3. Admission and registration close with matriculation

### Student Transfer

1. Applicants must apply on an approved form to the Registrar
2. Academic transcripts must be submitted with the application form
3. The application, together with academic transcripts and other relevant documents, shall be forwarded to the Head of department concerned.
4. Applicants may undergo a departmental test
5. The Head of Department shall return the application to the Registrar with recommendations.
6. The Registrar shall forward the application to the Academic Board for approval.

### Auditing of Course

Regular students and lecturers of the College may audit any course free of charge with the permission of the lecturer. Research workers and others who possess the minimum entry requirements may be permitted to register and audit courses provided that:

1. The heads of the relevant departments and the lecturer offering the courses find the auditing convenient
2. The appropriate fees applicable are paid; and
3. Application for auditing of courses are approved by the Registrar

### School fees Description

1. Tuition
2. Medical
3. Examination
4. Handbook
5. Identity Card
6. Central Registration

7. School Departmental Registration
8. Library
9. Caution
10. Games
11. Teaching practice
12. Matriculation/ Graduation
13. Special Development levy
14. Statement of Result

### **Subjects to be Offered**

A student must offer

1. Education
2. Two major teaching subjects or one double major teaching subject and
3. General Studies Education (as minor subjects)  
(i) and (ii) above are taken for 6 semesters, while iii last for 4 semester

### **Credit Load**

The college operates course and semester systems. One credit is usual to 12 hours of contact lectures or 30 hours of practical. Course weights are between 1 and 3 credits, and on no account should a course, including long essays and projects carry more than 3 credits.

The minimum and maximum credit loads a student can carry per semester are 10 and 25 respectively.

### **Credit Distribution**

1. Each major subject shall carry 7 credits per semester. Compulsory courses in each major subject shall carry a maximum of 6 credits per session.
2. Each subsidiary subject shall carry 1 credit per semester

### **Good standing**

1. Student at 100 level must earn a minimum of 5 credits per subject per session
2. Student at 200 level must earn a minimum of 9 credits commutatively per subject per session.

### **Semester Examination**

Examinations take place at the end of each semester. Continuous Assessment is 40%, while examination is 60% of the total score for the semester. Continuous Assessment shall consist of tests, written assignments, reports, practical work and any other means as may be appropriate. To obtain a pass in a course, a student shall have scored a minimum of 40% on the aggregate of continuous assessment and examination. a student must have attained 75% class attendance, paid College approved fees and registered duly.

### **Examination Time-table**

The examinable courses for examination including credit loads number of registered students and other requirements shall be forwarded to the Chairman, Time table Committee at the beginning of each semester. The time table for any examination shall be out about two weeks before the examination begins.

### **Duration of Examination**

End of course examination shall take place during the last two weeks of the Semester. The time allowed for writing and examination shall be in accordance with the credit load of the course. Normally, one credit course shall be allowed 1 hour examinations, while two-credit course and three credit courses shall be allowed 2 and 3 hours examinations respectively.

### **Preparation of Examination Papers**

1.
  - Each lecturer in charge of a course shall prepare his/her questions marking schemes

and submit them to his/her Head of Department-

- Questions submitted shall be between 15-20 per cent more than the actual number that will- appear on the examination paper
- The Head of Department shall selected from the pool of questions submitted and prepare same for moderation.
- The Head of Department shall submit the moderated examination questions to the Dean of the School
- The Dean shall supervise the production of examination papers
- Each examination paper must be properly packed and labeled with necessary information showing title of the paper, date, time, place, invigilator, supervisor and number of candidates