

Federal College of Education (Technical) Bichi

Directorate of Computer Services & Information Technology (DICOMSIT)

GUIDELINES ON 2016/2017 STUDENT'S REGISTRATION

To all newly admitted students

1. All newly admitted students into the College are to pay (at the bank) acceptance fee of two thousand naira (#2000) through Remita via the College Portal(www.portal.fcetbichi.edu.ng) before they can download admission letter.
2. After successful download of admission letter, which must be printed on a **milk colored concord A4 sized paper**, log on to <http://safsrms.com/fcetbichi> and use your Admission form Number/JAMB Number as Username and password as password to generate school fees payment invoice (RRR Number) and proceed to any bank for payment.
3. Immediately after payment at the bank get the list of courses to register from your School/Department handy, login to the College Portal(<http://safsrms.com/fcetbichi>) to verify your payment and register courses appropriately. Ensure that all your details are correctly captured during course browsing.
4. Take the registration forms to the appropriate officers (as indicated on the form) for signatures.
5. Make copies of the completed/signed registration forms for filing to Registry, Schools and Departments.
6. The following registration time table will be strictly followed:

S/N	PERIOD	ACTIVITY
1	16 th January to 17 th February, 2017	Registration for Fresh students
2	February 18 th to February 25 th 2017	Late registration for Fresh Students with Penalty(fees)

Notes

- Complete registration means paying the prescribed school fees, course browsing, course forms endorsement and filing the documents at Schools & Registry.
- Students with no evidence of complete registration cannot receive any attention anywhere in the College.
- Documents to be printed after course browsing includes:
 - i. Course forms First and Second semesters
 - ii. School fees payment receipt
 - iii. Biodata form
 - iv. Exams Card
- Failure to register within the stipulated period is considered voluntary withdrawal from the College.

Change of Program/School/Course form (CPSC)

- Students who wish to change Program/School/Department can download/Print the CPSC form from the College Portal through his/her profile

Signed: Registrar