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## Procedure for admission, screening and registration of fresh student in Nigerian universities

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### Abstract

This paper examines the concept of admission, screening and registration of fresh students in the university education. It showcases the modus operandi to getting admission into the university as well as highlights the parameters to making an individual a bona fide student in the university. The procedure for admission and admission policies were discussed and the necessary requirement also explained. Method of screening and registration were explained and the stages also narrated. This paper also points out the benefits of screening and registration of fresh students in the university education.

**Keywords:** Admission; Screening; Registration; UTME; PUTME; Direct Entry; Fresh Student; Policies; Carrying-capacity; etc.

### 1. Introduction

Admissions into the university are open to candidates with requisite qualifications and subject to written or oral examination as determined by the university. All applicants for admission into the university must be sixteen years of age, although provision is made for exceptionally gifted students.

The admission process includes all procedures related to the conduct of the Unified Tertiary Matriculation Board Examination (UTME); Post-Unified Tertiary Matriculation Examination (PUTME). The process also includes policies, procedures and actions related to these activities, and the whole essence of it is to ensure that qualified candidates are admitted into various programmes run by the university in question. Further, to ensure that all those offered admissions meet the UTME cut-off mark as well as participate in the Post-Unified Tertiary Matriculation Examination (PUTME).

### 2.0 Definition of concepts

**Admission:-** Admission is the act of accepting an individual into an institution or organization. Admission of prospective students into universities in Nigeria is open to all irrespective of religion, ethnic group, gender, creed and disability. The sole aim of the admission policy is to admit qualified candidates into Nigerian universities in line with the national policy whilst adhering to the following components of merit (M) 45%, catchment area (CA) 35% and education least developed states (ELDS) 20%. In this regard, candidates seeking admission into 100 level (via UTME) must obtain five (5) credit at SSCE (or equivalent) in relevant subjects at not more than two sittings including credit passes in English language and mathematics and attain an acceptable point in the UTME in relevant subjects.

**Screening:-** This is the process of testing or examining a large number of prospective candidates seeking admission into programmes run by the university. According to Isaac (2010), screening is a necessity for determining the suitability of candidates for admission to tertiary institutions in Nigeria

**Registration:-** The act of making an official record, the registration of letters and parcels the registration of students for a course registration fees, a document showing that an official record has been made.

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### 3.0 Procedure for Admission.

While discussing procedures for admission, it is necessary to also be familiar with the general admission requirements (UTME & DE) in Nigeria universities, the policies guiding admission process in Nigeria universities as well as the stages/procedures for admission.

### 3.1 General Requirements

#### UTME Requirements:

Candidates for admission into first year(100 level) must obtain five (5) credits at SSCE (or its equivalent) in relevant subjects at not more than 2 sittings including credit pass in English and Mathematics; and obtained acceptable points in UTME relevant subjects.

Credit pass in English and mathematics shall be compulsory for admission into all programmes EXCEPT English and Literary Studies, and History and Diplomatic Studies where credit pass in Mathematics is not required.

#### Direct Entry Requirements:

For admission by direct entry (200 level), candidates shall, in addition to having relevant five(5) SSCE credits, obtain at least two(2) A 'level ( or its equivalent) passes in relevant subjects, or possesses ND or NCE credit passes, possesses a good first degree in another field as the case may be.

For the case of some specific faculty and Departmental Requirement, candidates are expected to satisfy the requirements as specified by each faculty/department.

#### Some of the Admission Policy points are:

- 60/40 Science-Art ratio in favour of Science
- Distribution of students by merit, catchment and educationally least developed state(45,35,20)
- Carrying-capacity as determined by NUC.

Jamb also expect that admission should be evenly spread: candidates conform to subjects combination as determined by it, evidence of aptitude test in combination with the Jamb score, the university quota for each programme area which should not be higher than carrying-capacity as determined by Jamb.

The procedures/stages for admission into Nigeria universities are as follows:

- Conduct of UTME by joint admission and matriculation board
- The Jamb policy meeting; this is determine Jamb cut off for each year
- The conduct of Post-UTME by individual universities.
- Selection of qualified candidates.
- The JAMB technical meeting to confirm the selection of candidates by the universities
- Release of list of admitted candidates by individual university
- Screening and registration of students and
- Matriculation of students.

Though, the process and its timing vary from year to year and emphasis on the account of the Post-UTME depends on individual universities. But the whole process is design to determine the suitability of candidates as well as screened the candidates to ensure that they have the required admission requirement.

### 4.0 Method and Procedure for Screening and Registration

Fresh Student to Academic Activities

- All student of the university must register for courses in their various programmes through the completion of all relevant documents provided. Stages for registration are as follows;
- Screening and registration with the faculty screening committee
- Screening registration at the Departmental screening committee
- Payment of necessary Fee at the bank
- Obtaining of Receipts at the Bursary
- Necessary documentation at the student Affairs and Admissions Office

#### 4.1 The Procedure for registration of candidates is as stated in the following headings;

**Step 1:** Fresh students on arrival will:

- Present his/her letter of admission at the Central Screening Committee

**Step 2:** candidates with confirmed letter of admission should thereafter produce the following items for verification

- Letter of Admission into the University issued by JAMB
- Academic Credential (certificates)
- JAMB Results SLIP
- Birth certificate or Statutory Declaration of Age
- Local Government Identification Letter
- Letter of Attestation from Parents/Guardians vouching for their good conduct
- Five recent passport-sized photographs with name and course of study clearly written on the reverse side of photograph and five photocopies of item i-v
- A payment teller for screening fee.

**Step 3:** All candidates shall present all the item in step 2 above to the chairman, Faculty Screening committee of his/her faculty

**Step 4:** After the faculty committee chairman, has certified that the candidate meets the general and course entry requirement candidate is issued with certificate of clearance. Thereafter he/she will go into the local bank specified by the university to make appropriate payment.

**Step 5:** All candidate shall submit the bank teller to the university cashier in the University Bursary Unit who will issue to the students the university Bursary Receipt. (Make at least four copies of the receipt)

**Step 6:** Candidate shall re-present at the faculty screening committee the original of all credentials and 4; photocopies of the University Bursary Receipt. Thereafter candidates shall complete the following forms;

- ACCEPTANCE FORM
- STUDENTS CLEARANCE FORM
- FRESH STUDENTS SCREENING FORM
- STUDENT CLEARANCE FORMS

**Step 7:** All candidates shall

Complete all the listed forms mentioned in step 6;

- Make two (2) copies of the completed Acceptance and certificate of clearance after all the required documents have been completed and submitted

**Step 8:** All candidate shall complete and submit the following forms and submit it in their respective academic Departments and the Admission office

- Student information Form
- Student I D Card Bio data form
- Student Medical Report Form (SMRF)
- Course Registration Form

**Step 9:** at the departmental office, candidates shall be provided with list of courses for first semester. They shall enter the appropriate courses in the first semester course.

**Step 10:** Before submitting the forms to the Departmental and Registration Officer, candidates should ensure that the sequence of names put down in the student Academic Register is correct and in order. Beyond this stage, no correction to registered name shall be entertained.

### **5.0 Benefits of Admission, Screening and Registration of Fresh Students**

- Screening and Registration help to ensure that all admitted candidate meet the minimum entry requirement.
- It helps to ensure that only qualified candidates are admitted.
- It helps to ascertain that admitted candidates have the prerequisite qualification.

### **6.0 Conclusion**

This paper presentation centered on admission, screening and registration, reveals the admission procedures into Nigeria Universities starting from the conduct of UTME supervised by joint Admission and matriculation board through matriculation of admitted candidate by individual Universities.

The admitted candidate undergo screening and registration process to ascertain that candidates meets both the university and faculty entry requirements as specified in the national policies of university education by National Universities Commission. Screening and registration help ensure that candidates with deficiency or without requisite UTME and O level are not registered.

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