

LOGIN AND NAVIGATE TO THE UNIT REGISTRATION SECTION ON THE STUDENT PORTAL

The screenshot displays the 'Course Registration' page for a user named Cheron Maureen. At the top, there are input fields for Student No., Names, Programme, current Semester (SEM3-2019/2020), and E-Mail. Below this is a 'Course Registration List' table with the following data:

| | Programme | Module/Level | Semester | Register for | Units Taken | Total Billed |
|----------------------------|-----------|--------------|----------------|--------------|-------------|--------------|
| View Units | AG201 | Y1S1 | SEM1-2017/2018 | Stage | 8 | |
| View Units | AG201 | Y1S2 | SEM2-2017/2018 | Stage | 7 | |
| View Units | AG201 | Y2S1 | SEM1-2018/2019 | Stage | 7 | |
| View Units | AG201 | Y2S2 | SEM2-2018/2019 | Stage | 7 | |
| View Units | AG201 | Y3S1 | SEM2-2019/2020 | Stage | 7 | |
| View Units | AG201 | Y3S2 | SEM3-2019/2020 | Stage | 0 | |

Below the table is the 'UNITS REGISTRATION' section. It shows the 'Registration Semester' as SEM3-2019/2020 and provides instructions: 'To register for unit(s), Choose "Registration Type" then Click on the button "Get Units to Register". After you submit your unit(s), Confirm then Complete registration by clicking button "Complete Registration"'. The 'Registration Type' dropdown menu is open, showing options: --Registration Type--, Stage Units, Supplementary, and Retake. Below the dropdown, it says 'Selected Units for Registration' and 'NO SELECTED UNITS FOUND'.

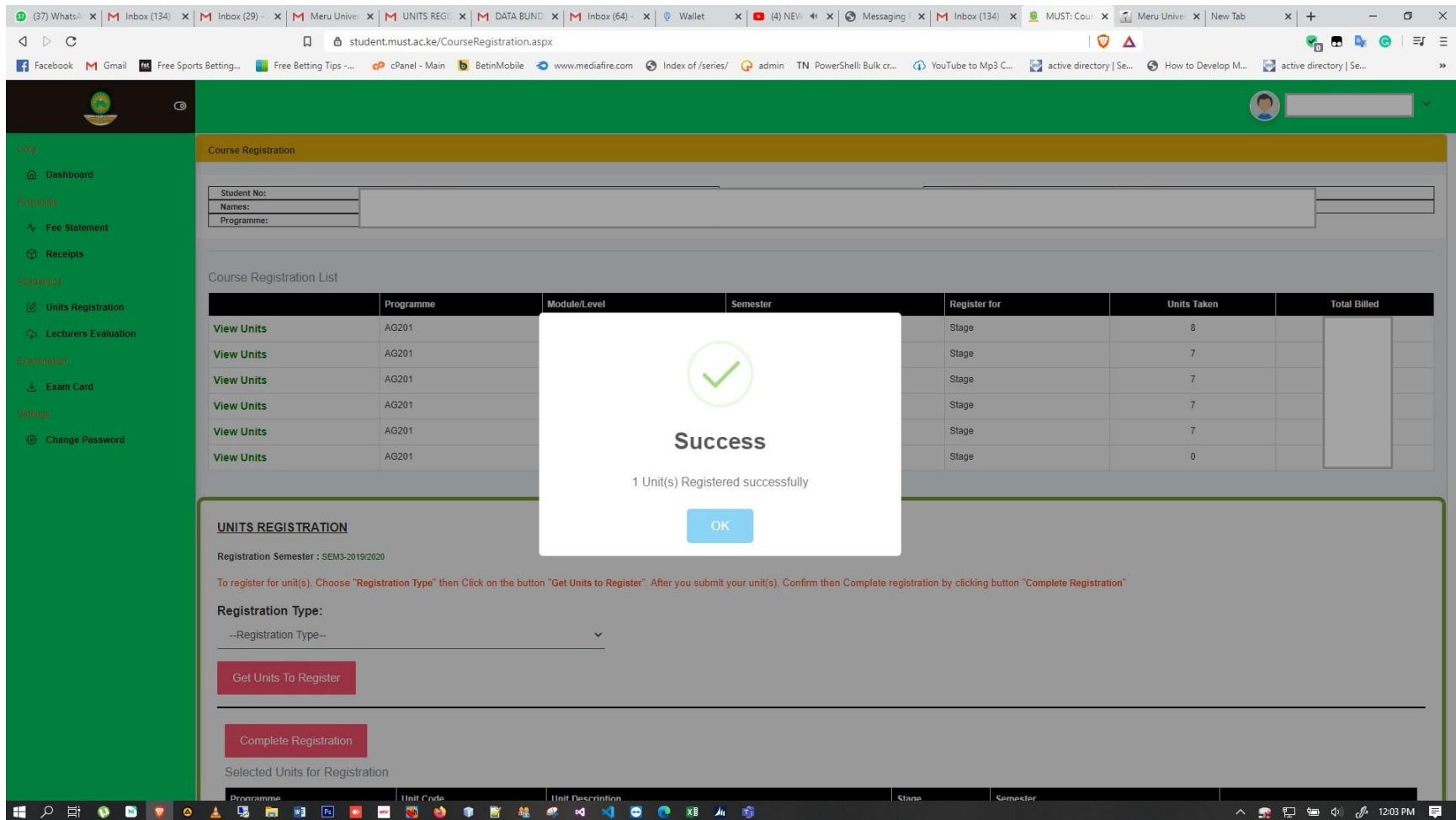
STEP 2: SELECT REGISTRATION TYPE FOR THE SYSTEM TO POPULATE UNITS FOR YOU

The screenshot displays the 'Units Registration' web application interface. A modal window titled 'Units Registration' is open, showing a table of 'Core/Required Units' for selection. The table has the following data:

| Programme | Unit Code | Unit Description | Select |
|-----------|-----------|----------------------------------|-------------------------------------|
| AG201 | AAA 3350 | Soil and water conservation | <input checked="" type="checkbox"/> |
| AG201 | AAA 3351 | Plant breeding | <input type="checkbox"/> |
| AG201 | AAA 3352 | Research proposal and seminars I | <input type="checkbox"/> |
| AG201 | AAP 3358 | Animal breeding and nutrition | <input type="checkbox"/> |
| AG201 | AAP 3359 | Animal diseases and parasites | <input type="checkbox"/> |
| AG201 | EMT 3358 | Agricultural mechanization | <input type="checkbox"/> |
| AG201 | SZL 3353 | Agricultural entomology | <input type="checkbox"/> |

Below the table, there is a 'Submit Registration' button. The background page shows a 'Complete Registration' button and a table with 'Units Taken' and 'Total Billed' columns. The 'Units Taken' column has values 8, 7, 7, 7, 7, and 0. The 'Total Billed' column is currently empty.

STEP 3: SELECT THE UNITS YOU ARE REGISTERING FOR AND SUBMIT REGISTRATION



A MESSAGE SHOULD APPEAR WHEN YOU HAVE SUCCESSFULLY SELECTED

The screenshot shows the 'Units Registration' interface. On the left is a green sidebar with navigation options: Core (Dashboard, Graduation Links), Financials (Fee Statement, Receipts), Academics (Units Registration, Academic Requisitions, Lecturers Evaluation, Industrial Attachment), Accommodation (Exam Card, Provisional result Slip), and Settings (Hostel Clearance, Change Password). The main content area is titled 'UNITS REGISTRATION' and includes a help link: 'Having Trouble with Unit Registration? Click Here for to View How to'. Below this, it shows 'Registration Semester : SEM2-2022/2023' and instructions: 'To register for unit(s), Choose "Registration Type" then Click on the button "Get Units to Register". After you submit your unit(s), Confirm then Complete registration by clicking button "Complete Registration"'. A dropdown menu for 'Registration Type' is set to '--Registration Type--'. Below the dropdown are two buttons: 'Get Units To Register' and 'Complete Registration'. The 'Complete Registration' button is circled in blue. Below the buttons is a table titled 'Selected Units for Registration' with columns: Program, Unit Code, Unit Description, Stage, Semester, and a 'De-Register' button. The table contains one row: Program BS204, Unit Code CIT 3477, Unit Description E-Commerce, Stage Y4S2, Semester SEM2-2022/2023.

| Program | Unit Code | Unit Description | Stage | Semester | |
|---------|-----------|------------------|-------|----------------|-------------|
| BS204 | CIT 3477 | E-Commerce | Y4S2 | SEM2-2022/2023 | De-Register |

STEP 4: NAVIGATE TO THE BOTTOM OF THE PAGE AND **COMPLETE REGISTRATION** AS CIRCURED ABOVE.

The screenshot displays a user interface for unit registration. A central dialog box with a green checkmark and the text "Success Registration submitted successfully" is overlaid on a table. The table lists units for program BS204, including columns for "View Units", "Register for", "Units Taken", and "Total Billed".

| View Units | Programme | Register for | Units Taken | Total Billed |
|------------|-----------|--------------|-------------|--------------|
| View Units | BS204 | Stage | 7 | 29800 |
| View Units | BS204 | Stage | 8 | 21700 |
| View Units | BS204 | Stage | 7 | 18300 |
| View Units | BS204 | Stage | 7 | 16200 |
| View Units | BS204 | Stage | 9 | 21300 |
| View Units | BS204 | Stage | 9 | 19200 |
| View Units | BS204 | Stage | 8 | 17300 |
| View Units | BS204 | Stage | 8 | 16200 |

Additional information from the interface includes:

- Student No: BS204/100952/19
- Names: MULI VICTORIA SEVA
- Programme: BS204
- Current University Semester: SEM2-2022/2023
- E-Mail: vkymullah@gmail.com

UNIT REGISTRATION

Having Trouble with Unit Registration? [Click Here for to View How to](#)

STEP 5: YOU WILL HAVE SUCESFULLY REGISTERED FOR UNITS AS SHOWN ABOVE.