

**BENUE STAT UNIVERSITY, MAKURDI
(Centre for Food Technology and Research)**

GUIDELINES FOR STUDENT REGISTRATION

The process of registration shall consist of the following:-

1. Payment of prescribed fees at the Centre.
2. Screening and collection of prescribed registration forms obtainable from CEFTER by the candidates.
3. Endorsement of course registration form by the relevant course lecturers and Heads of Departments.
4. Submission of duly completed registration forms to CEFTER, Post Graduate School and Departments.
5. Completion of the prescribed forms, for documentation obtainable from CEFTER by the candidate.
6. Deadline for Registration: Fresh students shall normally complete all registration formalities as stipulated by the CEFTER calendar.
7. Late Registration: Late registration may be entertained on payment of the prescribed fees.
8. Renewal of Registration: Candidates shall renew their registration at the beginning of each semester within the stipulated period.
9. Lapsed Registration: A candidate's registration shall be deemed to have lapsed if he/she fails to renew his/her registration in only one session
10. Add/Drop of Courses: A candidate may add/drop courses within the period stipulated by the CEFTER calendar.