

KDU ONLINE COURSE REGISTRATION GUIDELINES

LOGIN TO YOUR PORTAL WITH THE FOLLOWING DETAILS;

Fresher's

Username : *Your Registered Email*

Password : *Your UTME Number*

Returning Students:

Username : *Your Matric*

Password: *Your Surname / .Your Updated Password*

NOTE: Only Students who paid their Tuition Fees through the Portal can have immediate access to their course form. Others who paid offline will be considered based on the school Authority's decision.

COURSE REGISTRATION PERIOD:

* Course Registration for returning students will last for Only 3 weeks after which registration is closed while closing date for fresher's will be communicated later.

LATE REGISTRATION

* A fine of #5,000.00 must be paid before you can gain access to register your course form

FAILED COURSE(S)

* Ensure you register for any failed course(s) before the present session courses.

* Contact Portal Support if you can't find any of your failed or any other course(s) in your course form.

COURSE UNITS LIMIT

* You can only register a **MINIMUM of 15 units** Course and **MAXIMUM 24 units** Courses

EXTRA UNIT: You can request for extra unit if you need to register above the Maximum Units required, But not without the advice of your Level Adviser and approval from your HOD.

CONTACT KDU-PORTAL SUPPORT : **08112002255**
(WHATSAPP ONLY)

COURSE REG' STARTS : 18TH OF NOV, 2021

COURSE REG ENDS : 10TH OF DEC, 2021

1. Click on " Register Course"

Result and Course Management Portal

All Courses

Select Course

First Semester

Course Name	Course Code	Course Unit	Status	Enroll
Management Accounting I	ACT 303	2	Compulsory	<input checked="" type="checkbox"/>
Intermediate Financial Accounting and Reporting I	ACT 301	3	Compulsory	<input checked="" type="checkbox"/>
Taxation I	ACT 313	3	Compulsory	<input checked="" type="checkbox"/>
Business and Company Law I	ACT 305	3	Compulsory	<input type="checkbox"/>
Public Finance	ACT 307	2	Compulsory	<input checked="" type="checkbox"/>
Forensic Accounting and Fraud Management 1	ACT 309	3	Compulsory	<input type="checkbox"/>
Entrepreneurial Development And Graduate Self Employment	GST 307	2	Required	<input type="checkbox"/>
Public Sector Accounting & Reporting I	ACT 311	3	Compulsory	<input type="checkbox"/>

Click to Register for the Selected Courses

Activate Windows

Click here to submit

2. Select Courses as related to your program using the hard copy of your present session course form as a guide line.

3. Click the button below the first semester course form to submit First semester course form as seen above.

4. Do same selection for Second Semester and submit independently

5. FAILED COURSES

Second Semester

Course Name	Course Code	Course Unit	Status	Enroll
Leadership Skills	GST 204	1	Required	<input checked="" type="checkbox"/> Failed
Events Management and public speaking	MCM 416	2	Compulsory	<input type="checkbox"/>
Organization and management of advertizing/PR	MCM 406	2	Compulsory	<input type="checkbox"/>
Rural Broadcasting	MCM 410	2	Required	<input type="checkbox"/>
Public relations, advertising and high information technology	MCM 404	2	Elective	<input type="checkbox"/>
Cinema management	MCM 414	2	Elective	<input type="checkbox"/>
COLOUR PHOTOGRAPHY	MCM 420	2	Elective	<input type="checkbox"/>
Economic and Social Issues in Advertising and PR	MCM 412	2	Compulsory	<input type="checkbox"/>

[Click to Register for the Selected Courses](#)

* Failed Course will appear at the topmost of all the courses on your course form as seen above. Ensure you select your failed course(s) first.

6. After registering your course form, it will indicate Pending Approval as seen in fig below.

PENDING APPROVAL

Your course form will indicate pending, until your level adviser Approves, HOD Approves before your Course form will indicate Registered.

*** NOTE :** Always login to your portal to check if your course form is approved or denied. Also note that a denial reason will be stated in your portal if denied.

Result and Course Management Portal

All Courses Pending Approval

First Semester

Course Name	Course Code	Course Unit	Status	Enroll
Integrated Marketing Communication	MCM 401	2	Compulsory	Pending Approval
Drama and Documentary Production	MCM 403	2	Compulsory	Pending Approval
Data Analysis in Communication Research	MCM 405	2	Compulsory	Pending Approval
Issues and Case Studies in Book Publishing	MCM 407	2	Elective	Pending Approval
Advertising Case Studies	MCM 409	2	Elective	Pending Approval
Issues in Photo-Journalism	MCM 419	2	Elective	Pending Approval
Film Criticism	MCM 415	2	Compulsory	Pending Approval
Educational Broadcasting	MCM 413	2	Compulsory	Pending Approval

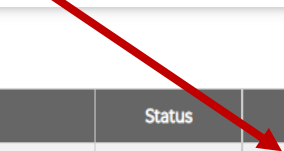
Click to Register for the Selected Courses

COUSRE FORM APPROVAL

* Once your course form is approved, it will indicate **Registered** as seen below.

First Semester

Course Name	Course Code	Course Unit	Status	Enroll
Integrated Marketing Communication	MCM 401	2	Compulsory	Registered
Drama and Documentary Production	MCM 403	2	Compulsory	Registered
Data Analysis in Communication Research	MCM 405	2	Compulsory	Registered
Issues and Case Studies in Book Publishing	MCM 407	2	Elective	Registered
Advertising Case Studies	MCM 409	2	Elective	Registered
Issues in Photo-Journalism	MCM 419	2	Elective	Registered
Film Criticism	MCM 415	2	Compulsory	Registered
Educational Broadcasting	MCM 413	2	Compulsory	Registered



* After Approval Click on "**View &Print Course form**" to print out your course form and present for signing by your Level Adviser, HOD and Faculty Officer after which you make photocopies (3) and submit.

* Submit a copy to your faculty officer, another copy to your HOD and keep last signed copy as it will be requested alongside other documents during your exams.

LATE REGISTRATON

* Once the Course registration period lapses, You will not be able to submit your course form any longer unless you pay the Late registration fee of #5000 only.

NOT PAID TUITION FEES BEFORE COURSE REG CLOSURES

* If you have not paid your tuition fee before registration closes, kindly note that you will have to pay your tuition fee first before you can have access to the form as seen below, hence pay for late registration before you can fill and submit your course form.

Operating System	CSC 203	3	Compulsory	<input type="checkbox"/>
Discrete Structures	CSC 205	3	Compulsory	<input type="checkbox"/>
Computer Hardware and Systems Maintenance	CSC 207	2	Compulsory	<input type="checkbox"/>
Introduction to Software Engineering	CSC 209	3	Compulsory	<input type="checkbox"/>
Mathematical Methods	MTH 201	2	Required	<input type="checkbox"/>
Introduction to Computer Science	CSC 101	3	DE_Compulsory	<input type="checkbox"/>
Use Of Library, Study Skills And ICT	GST 103	2	DE_Required	<input type="checkbox"/>
Peace And Conflict Resolution	GST 203	1	Required	<input type="checkbox"/>
Communication In English II	GST 201	2	Required	<input type="checkbox"/>

Course Registration has closed

[CLICK HERE TO FOR LATE COURSE REG](#)

NB: THE SCHOOL AUTHORITY RESERVES THE RIGHT TO EFFECT CHANGES IN ANY FEES WITH OR WITHOUT NOTICE..

PAYMENT HISTORY

You've been debited and Payment Status is Pending? Query your payments by clicking the Query Button
Send us an email at Complaint@kduportal.co
[Whatsapp Chat Now!](#)

Bursary Helpline:- Call 09129007801

SN	DESCRIPTION	TRX ID	AMOUNT	EMAIL	TIME	STATUS	ACTION
1	First Installment	FDKHGK0.9375820369124773	₦282,300	sadei	2021-11-11 12:48:44	APPROVED	Query
2	Second Installment	FDKHGK0.5767007861534463	₦282,300	sadeoy	021-11-12 12:39:51	PENDING	Query

**** ALWAYS REMEMBER TO CLICK ON THE **QUERY BUTTON** WHENEVER YOU MAKE PAYMENT AND YOU ARE DEBITED BUT STATUS IS SHOWING **PENDING**.**