

UNIVERSITY OF CAPE COAST
Office of the Registrar

**RE-OPENING OF THE UNIVERSITY OF CAPE COAST FOR THE 2018 SANDWICH
SESSION**

All fresh and continuing sandwich students (undergraduate and postgraduate) of the University of Cape Coast and the general public are to take note of the following arrangements for the 2018 Sandwich Session.

1. ARRIVAL

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| (a) Fresh Students | Saturday, 16 th June, 2018 |
| (b) Continuing Students | Wednesday, 20 th June, 2018 |

2. ORIENTATION/MATRICULATION

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| (c) General Orientation for Fresh Students | Monday, 18 th June, 2018 |
| (d) College/Faculty Orientations | Tuesday, 19 th June, 2018 |
| (e) Matriculation Ceremony | Friday, 22 nd June, 2018 |

3. REGISTRATION OF COURSES

Continuing students can pre-register their courses online before arrival. Students should visit www.ucc.edu.gh (and click on the Students' portal link) or www.portal.ucc.edu.gh to register.

Students who have portal accounts should log into their portals and proceed with the registration.

Students without portal accounts will be required to create them before proceeding with registration. Fresh students will receive text messages on how to proceed with the creation of portal accounts.

Registration of courses is scheduled as follows:

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| (a) Beginning of Online Registration for Continuing Students: | Friday, 15 th June, 2018 |
| (b) Registration for Fresh as well as Continuing Students | Wednesday 20 th June, 2018 -
Thursday, 21 st June, 2018 |

Notes:

Students are to take note of the following:

- (a) Students who are unable to register online should visit the ICT Centre (Main Library) from Wednesday, 20th June to Friday, 22nd June, 2018 for assistance.
- (b) All students are to note that **there will be no registration after Friday, 22nd June, 2018.**
- (c) As has always been the case, registration by proxy is an offence. Offenders will be dealt with according to the rules and regulations of the University.
- (d) Continuing students who **owe fees** will be required to settle the outstanding and the current fees.
- (e) The lists of newly admitted graduate and post –diploma students have been posted on www.admissionlist.ucc.edu.gh.

4. LECTURES/EXAMINATIONS

- (a) Lectures Begin Monday, 25th June, 2018
- (b) Lectures End Friday, 3rd August, 2018
- (c) Examinations Begin Monday, 6th August, 2018
- (d) Examinations End Friday, 10th August, 2018

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