

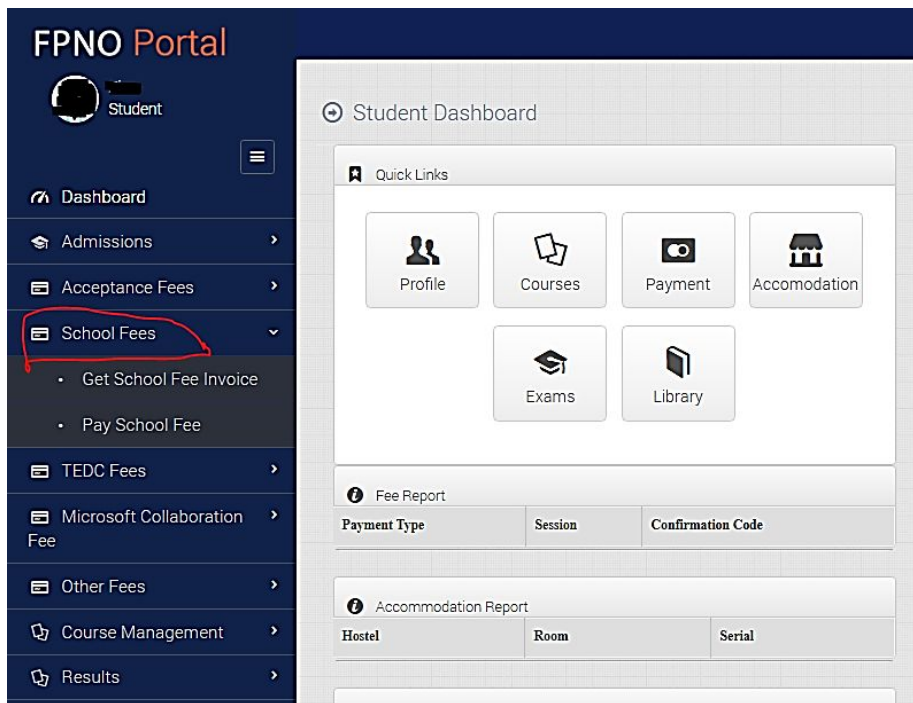
# PROCESS FLOW FOR RETURNING STUDENTS.

1. Proceed to the schools' website [www.fedpolynekede.edu.ng](http://www.fedpolynekede.edu.ng), click on Verify Portal Account under the Admissions Portal.



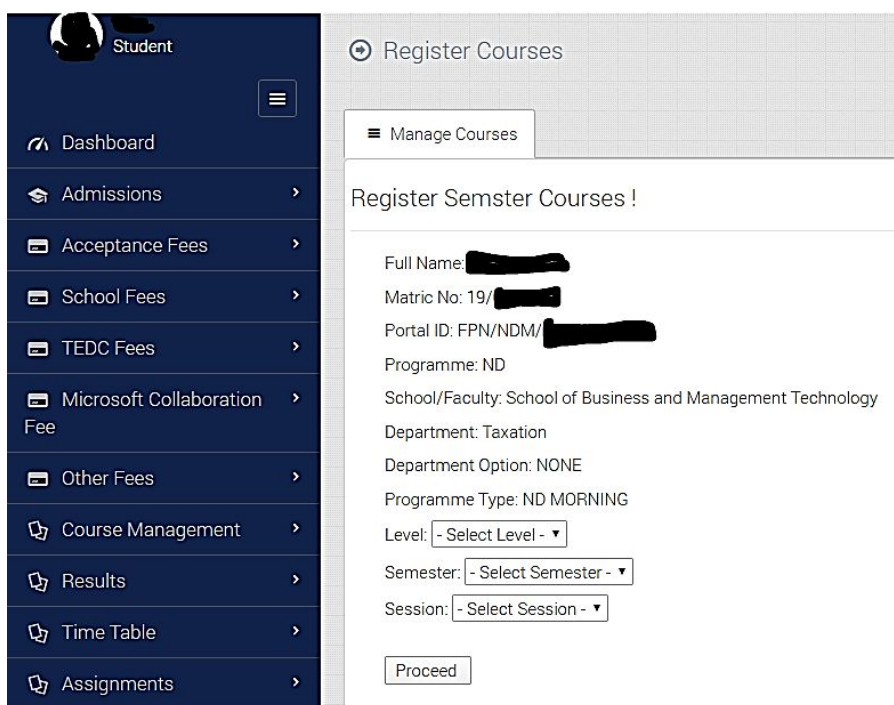
The screenshot shows the website's navigation bar with the following items: Home, About Us, Schools, Academics, Administration, Student Fees Portal, Admissions Portal, Divisions & Directorates, Library, and Transcript. The 'Admissions Portal' dropdown menu is open, displaying options: ND/HND Application Portal, HND/ND Admission Status, Start New Screening, Verify Portal Account (highlighted in orange), and Check Scanning Status. The main banner features the institution's logo and text: 'FEDERAL POLYTECHNIC NEKED E, OWERRI. The Rector, Engr. Dr. ... on behalf of the Governing Council, Management, Academic Board, Staff and Students of the Federal Polytechnic Nekede, Owerri, Imo State Cordially Invites the Public to the 20th CONVOCATION CEREMONY'. Below the banner, there is a section titled '20TH CONVOCATION CEREMONY' with a brief description and the date 'Wednesday 4th December, 2019'.

- Enter your Application No and Select your Student Type (New student or Returning student) then create your portal account. A unique Portal ID, email and password will be issued to you.
2. Login to your Portal account with the issued portal account details and Select **“School Fee Menu”** and choose **“Get School Fee”**



then and make fee payment at the Bank or from the school portal via ATM Card and Click on “**Get School fee receipt**” under School Fee Menu and Print the fee receipt.

3. Proceed to Medicals for X-Ray Screening if you haven't done your Medicals, you will be assigned to a medical facility automatically. The Facility will upload scanned copies of the X-Ray for Examination. Visit MIS for Matric Number and Student Identity Card if you haven't done so previously.
4. Login to portal account and click on “**Course Management**” to Register Semester Courses.



## 5. Print Semester Course Registration and Take to Department for Approval.

[Click Here to Print your Course Reg Form](#)

| ID | COURSE CODE | COURSE TITLE                     | CREDIT UNIT | COURSE TYPE            | ACTION |
|----|-------------|----------------------------------|-------------|------------------------|--------|
| 1  | BIO 151     | GENERAL BIOLOGY I                | 2           | MAJOR COURSE           | ✗      |
| 2  | ED 102      | HISTORY OF EDUCATION             | 2           | MAJOR COURSE           | ✗      |
| 3  | CHEM 111    | BASIC PRINCIPLES OF CHEMISTRY II | 2           | MAJOR COURSE           | ✗      |
| 4  | G.S 101     | USE OF ENGLISH I                 | 2           | GENERAL STUDIES COURSE | ✗      |
| 5  | G.S 103     | SOCIAL SCIENCE I                 | 2           | GENERAL STUDIES COURSE | ✗      |
| 6  | PHY 191     | PRACTICAL PHYSICAL I             | 1           | ELECTIVE               | ✗      |
| 7  | C.S 101     | INTRODUCTION TO COMPUTER SCIENCE | 3           | MAJOR COURSE           | ✗      |
| 8  | INT.SC 122  | LIFE SCIENCE                     | 2           | ELECTIVE               | ✗      |

(The class Adviser will login and approve courses for students as they register.)

For assistance/support kindly call:

[09090368743](tel:09090368743), or Email: [support@gtcocalscan.com](mailto:support@gtcocalscan.com)