



REGISTRATION PROCEDURE FOR YEAR 2020

INTRODUCTION

For the convenience of all students and University Officers, and for registration to be conducted in an orderly manner, the 2020 registration process has been streamlined using a one-stop-shop concept. Tables will be arranged in order of how the registration will proceed from the starting point to the end of the process. There will be a Help Desk in front where students go to initially if they are still not sure of the procedure to follow.

The registration process will commence immediately as the student arrives.

The registration will take place at Lecture Hall 1.

Students must become familiar with the following members of staff in order to successfully complete their registration.

1. Ms. Gali Ibos, Senior Assistant Registrar, Student Administration.
2. Ms. Roslyn Takuru, Examinations Officer, Student Administration.
3. Mr. Joseph Vuana, Admin. Assistant, Admissions, Student Administration.
4. Mr. Soms Sombie, Records & Database Officer, Student Administration.
5. Mr. Erike Sifuma, Director, Student Support Services (SSS).
6. Mrs. Kana Kapilis, Warden of Female Students, Student Support Services.
7. Mr. Scott Akena, Warden of Male Students, Student Support Services.
8. Mrs. Wendy Roberts, Dormitory Warden, Student Support Services.
9. Mrs. Miriam Minana, PA to SSS, Student Support Services.
10. Mrs. Malom Tamti, Assistant Accountant, Revenue (Accounts)
11. Ms. Christine Len, Accounts Officer, Revenue, (Accounts)
12. Mr. Russell Harada, ICT Manger, ICT.
13. Mr. John Aiwa, ICT Officer, ICT.
14. Mr. Lance Matsona, Help Desk Assistant, ICT
15. Mr. Robert Skeeter, Mess Supervisor & Acting Catering Manager, Catering Services.
16. Mr. Stanley Laknga, Chief Security Officer, University Security Services.
17. Mr. Nelson Kubak, Shift Supervisor, University Security Services.

PRE-ARRIVAL PROCEDURE

1. Before the arrival of students, (Revenue Section)/Student Administration would have already identified students who paid their compulsory fees in full and students who paid Board & Lodging fees in full.
2. Student Administration pre-allocates Student Identification (ID) numbers to new students and proper meal numbers to new and continuing students who've paid full fees.

3. SSS pre-allocates rooms according to the list provided by Student Administration and only on full payment of fees.
4. Student Administration obtains information on all the allocated rooms from SSS, transfers information into the registration forms and print out registration forms.
5. All pre-allocated Student Identification numbers are provided to ICT to prepare for Student ID photographs.
6. All pre-allocated meal numbers are provided to the Acting Catering Manager in preparation for students' arrival and provision of meals accordingly.
7. Student Administration circulates pre-listings from Year 1 - 4 to all relevant sections. The same list is to be presented to the Graduation & Orientation Working Committee (GOWC) for sighting.

Arrival of students:

8. Upon arrival, only students who have paid their compulsory fees in full, and the required 75 % of the annual Board & Lodging fees as per the rules, will be cleared to have access into the Hall of Residence and direct access to meals using their pre-allocated meal numbers.
9. The listed Officers from Student Administration; Accounts; Student Support Services; Catering; ICT; and, the University Security Services, will receive the students on arrival and usher them to go through the arrival and registration formalities.

REGISTRATION PROCEDURE

1. All students report to Table 1 upon arrival.
2. At Table 1, every new student must show his/her original Acceptance Letter including his/her original Grade 12 Certificate, and once confirmed, will be issued his/her Student Rule Handbook and By-Laws etc. Students on re-admission and re-enrolment are also required to produce their original letters for re-admission and re-enrolment.
3. Students with incomplete payment of fees must proceed to Table 2 for verification of fees by the Accounts Officers.
4. At Table 2, students are expected to produce his/her valid bank receipt showing full compulsory fee payment and other applicable fees, and the receipt is signed and stamped by the Accounts Officer.
5. From Table 2, the student proceeds to Table 3 for Student Administration to check the receipt and to ensure that the Registration forms are filled correctly. Then the Senior Assistant Registrar (SAR), Student Administration, signs on behalf of the Registrar and stamps all pages of the Registration form to formally register the student.
6. SAR separates the copies of the Registration Form; gives the yellow copy to the student; retains the white copy for data entry & student's file; sends the green copy to SSS for record purposes; and sends the pink copy to Accounts for accounting purposes.
7. Table 3- The student again produces his/her stamped yellow copy of the Registration Form to the ICT Photographer for his/her photograph to be taken and his/her Identification (ID) card processed and issued.
8. Students IDs will be issued with either residential or non-residential status.

9. If the new student does not have his/her Acceptance letter, and the student's name is on the list, he/she should report to the Student Administration Officer, at the Help Desk.
10. The following days are scheduled for Registration; however, students who have paid all required fees in full, can register anytime as they arrive on those days.
 - (i) Tuesday - ALL Year 1 Students Register.
 - (ii) Wednesday - ALL Year 2 Students Register.
 - (iii) Thursday - ALL Year 3 Students Register.
 - (iv) Friday - ALL Year 4 Students Register.

WARNING

1. The University will ensure that registration is conducted within the approved registration period. Late registration will be conducted only on the approved date as per the Almanac. Students who turn up late for registration outside the mandated dates will be denied registration.
2. All students who have paid their compulsory fees in full will be registered as a student and only those who have paid their Board & Lodging fees in full, or at least 75% of the annual Board & Lodging fees, will be allocated a room. Any student who has not paid for his/her Board & Lodging fees, will be denied room allocation and access to messing facilities, and gets registered as a non-residential student.
3. Any student who is not able to pay all applicable fees as announced in the 2020 Fees Schedule, must not come to PNG UNRE for studies in 2020. The University will not be responsible for the welfare of any student who turns up without paying the required fees, and is denied Registration and, Board & Lodging facilities on campus.
4. No more temporary meal numbers will be issued to students.

Compiled By the Registrar:-



Signed, 16th November, 2019