ADEYEMI COLLEGE OF EDUCATION
ONDO, ONDO STATE

ONLINE REGISTRATION OF COURSES AND OTHER INTERNET SERVICES

Being an orientation talk presented by Dr. K. E. Adenegan, Ag. Director, Management Information Systems (MIS), ACE, Ondo

We want to welcome you to Adeyemi College of Education, Ondo, Ondo State.....

Upon gaining admission to the College, each applicant would have logged into the college portal (portal.aceondo.net) to fill their bio data form and pay their acceptance fee and then submit the bio data for clearing. Clearance is carried out by the divisions of admissions, after which school fees and other appropriate fees will be assigned to you, which you are expected to pay for other academic activities to continue.

Once the school fees and other assigned fees have been paid, the Online Registration System allows students, through Internet, to register, delete, or add courses within the registration period decided by the College management. Also note that these registration processes can be done using your smart phones or laptops all by yourselves and if you must use a business centre, make sure you monitor and supervise the registration to avoid wrong registration.

The system allows the students to register courses offered by their Departments (or borrowed from other Departments or Schools) during the scheduled registration periods. The course handbook which contains instructions and list of courses to be registered will be provided and given to each student by the Departments so you (the students) know what you are expected to register per semester. The students can modify their course selection by adding courses and/or deleting wrongly registered courses. Courses registered outside the outlined courses will attract a penalty for it to be edited.

However, when the registration period is over, all previously registered courses by the students will be viewable in the system. At this point, it can no longer be edited. Note: Late registration also attracts penalty.

Features of the Online Registration include:

- Payment of school fees
- Payment of other assigned fees
- Registration of courses, adding or deleting courses
- Updating bio data/profile
- Changing profile passwords
- Viewing and printing course registration form on a semester basis
- Viewing results
- Viewing payment records

- Printing payment certificates
- College social media platforms link
- Health centre registration form (downloable from the College website homepage and the portal as well)

The student may use the system to register, provided that

- The registration is done during the approved period for registration
- The student registers all courses as indicated by the department (compulsory, elective and service courses)
- The student status is active and not suspended, on leave of absence (LOA), deferred, terminated, withdrawn etc
  - Studentship is terminated if the student fails to pay fees and does not register for two consecutive semesters/sessions.
  - Studentship is suspended when the students profile remains inactive for more than two semesters
  - LOA- Students can apply for leave of absence in cases of serious health conditions etc, the student will have to receive the approval before they can proceed on Leave. If the student does not apply for LOA or if the student leaves before the approval, such cases will be considered as the student absconding, and therefore it will attract a penalty.
  - Withdrawal is when a students CGPA is less than one (1) for two consecutive semesters for degree students and when the GPA of any of the combinations is less than one (1) for two consecutive semesters for NCE students.
- The student has regular financial status i.e the student has paid all necessary fees.
- The student has a valid PERSONAL and functional email address attached to his/her bio data. This email address should be used to send mails (complains, inquiry, etc) to support@aceondo.edu.ng.

It should be noted that there is an ACE mobile App downloadable from the College website homepage in a red box, www.aceondo.edu.ng which houses virtually all the e-Solutions deployed by the College to ease administration, teaching, learning and other staff-students activities on campus. We have social media platforms: Facebook, Instagram, Twitter (aceondoofficial) and WhatsApp with number 08130125529

Conditions for Deferment of Admission

1. You must be admitted at first to any of the accredited courses in the College

2. You must have paid your school fees including the acceptance fee

3. You must have a Matric number and then you can apply for deferment of admission

Conditions for Reinstatement of Studentship

1. It must not be more than 2 years of absence from the College

2. You must not have been withdrawn academically

Internet has become integral to our daily lives. Despite its importance to users, most have only a general idea of how it works. The college has provided students with access to the college WIFI. The configuration settings are available on the College website and also at the various halls of residence. The main data you need to have to be able to connect to the Internet are your Portal ID- currently your JAMB registration number (which will later change to your matriculation number) and a password. The general wifi password for this set is password@1234

In conclusion, students will be required to register using any Laptop, Desktop, or Mobile phone with Internet access (at home, at an Internet cafe or elsewhere). This can only be achieved **after the payment of School fees and other fees assigned to each student.**

Things to note

1. Be careful who you give money to (especially those cybercafés outside the college). The college has its own cybercafé which is situated at the MIS. We guarantee the safety of your payments.
2. Do your course registration YOURSELF. If you give it to someone else, ensure you VERIFY that the courses were registered properly by logging in to the portal.
3. Always pay your fees on time to avoid issues in the future.
4. Always register your courses during the time frame provided otherwise you will carry the course over.
5. Ensure you have a valid PERSONAL and functional e-mail (gmail or yahoo) address don't use cybercafés e-mails. Also, avoid using unverified email domains such as naij.com or tutanota.com. Stick to using the conventional tested and trusted email domains such as gmail, yahoo, hotmail etc.
6. Keep the password to your portal discrete and endeavour not to forget. Retrieving your password might attract a penalty fee.
7. Always make sure you keep a copy of your signed course form for future reference.

    The College has a Virtual Learning Environment (VLE) which is called ILAB. To make use of the VLE, students would need to log in with their JAMB reg no (or matric number when it is issued). Default password is Password.1 for all students. If the students want to change their VLE passwords, they can do so. They can also reset their passwords as it is automatically attached to the email address provided in the students biodata. This is why we once again advise you to have a functional and personal email address attached to your students profile. The site is vle.aceondo.net.

The college is 24/7 being surveilled. There are CCTV cameras installed all over the College. Students should be aware and be careful of what they do.