**INSTRUCTIONS/GUIDELINES FOR NCE I AND PRE NCE STUDENTS:**

1. Go for screening at the designated screening/verification centre. Come along with your original credentials. Your student category will be assigned to you.

2. Visit the college portal/website at [http://www.sscoe.edu.ng](http://www.sscoe.edu.ng), click on the bottom linking to fees payment invoice. You will be required to enter your application form number, phone number/a valid email address. Print a copy of the invoice.

3. There are three (3) processes involved in your fees payment/confirmation. They must be followed accordingly. These are:
   a) Visit ZENITH BANK to pay for your registration fees as stipulated on your invoice print-out. The bank will then confirm your payment. Allow for 3 hours to proceed to the next step.
   b) Visit the college BURSARY and tender your invoice and payment tellers from the banks. Bursary will also confirm your payment. Allow for 3 hours to proceed to the next step.
   c) Visit the REGISTRATION COMMITTEE and tender your invoice and payment tellers from the banks. The registration committee will also confirm your payment. You will then receive a text message confirming your payments before moving to the next step.
4. Upon receiving a text message confirming your fees payment, you can proceed to the registration portal for your personal data and course registration. Before you start your course registration, you are advised to visit school of education, general studies education and subject combination departments to find out the courses as well as minimum and maximum units expected for the academic session. Use the details in the received text message to log in.

5. Fill in all the information, proof read the supplied data, to ensure that the information is correct, before final submission.

**INSTRUCTIONS/GUIDELINES FOR RETURNING NCE STUDENTS:**

1. Visit the college portal/website at [http://www.sscoe.edu.ng](http://www.sscoe.edu.ng), click on the bottom linking to fees payment invoice. You will be required to enter your admission number, phone number/a valid email address. Print a copy of the invoice.

2. There are three (3) processes involved in your fees payment/confirmation. They must be followed accordingly. These are:
   a) Visit ZENITH BANK To pay for your registration fees as stipulated on your invoice print out. The bank will then confirm your payment. Allow for 3 hours to proceed to the next step.
   b) Visit the college BURSARY and tender your invoice and payment tellers from the banks. Bursary will also confirm your payment. Allow for 3 hours to proceed to the next step.
   c) Visit the REGISTRATION COMMITTEE and tender your invoice and payment tellers from the banks. The registration committee will also confirm your payment. You will then receive a text message confirming your payments before moving to the next step.

3. Upon receiving a text message confirming your fees payment, you can proceed to the registration portal for your personal data and course registration. Before you start your course registration, you are advised to visit school of education, general studies education and subject combination departments to find out the courses as well as minimum and maximum units expected for the academic session. Use the details in the received text message to log in.

4. Fill in all the information, proof read the supplied data, to ensure that the information is correct, before final submission.

**CAUTION**

If your Admission Number/Application Form Number, Combination and State does not correspond with your Name DO NOT print the invoice. Report your problem to registration committee.

**HELP DESK**

If you have any problem with regard to registration, please contact the following officers:

1. Dr. Abdullahi (08068329240)
2. Malam Aliyu (07061582211)
3. Malam Idris (08035054340)
4. Malam Ibrahim (08037942545)
5. Malam Murtala (08185066077)

Registrar