

**UNIVERSITY OF CAPE COAST
COLLEGE OF EDUCATION STUDIES
SCHOOL OF EDUCATIONAL DEVELOPMENT AND OUTREACH
INSTITUTE OF EDUCATION**

**RESIT FOR ALL COURSES IN THE VARIOUS 3/5-SEMESTER(S) SANDWICH
PROGRAMMES FROM 8TH TO 24TH JULY 2024**

PAYMENT OF FEES AND REGISTRATION PROCESS FOR RESITTERS

1. All resitters must ensure that they settle their school fees before taking part in the resit exams. (You cannot register and take part in this exam if you owe **more than** One Thousand Five Hundred Ghana Cedis – **GHC1,500.00**).
2. Confirm the number of courses you must retake from your **Student's Portal**.
3. Purchase your **Resit Voucher** from any networked branch of **GCB Bank Plc** nationwide. The cost **per** resit paper is **GHC125**. The serial number of the **Resit Voucher** should begin with "IOE".
4. Visit your Students' Portal to **register for your resit course(s)** using the following steps:
 - a. Click on the **Resit Registration** button
 - b. Select your preferred resit centre and click on the **Select Centre** button (You have **only one** chance of selecting your centre)
 - c. Select the Course(s) you want to register and click on **Click Here to Input Payment Information** Button
 - d. Enter the **Serial Number(s)** and **PIN(s)** purchased from the bank. (Each Serial number **must match** the correct PIN)
 - e. Click on **Verify and Register Courses** button
 - f. Print your resit registration form.
5. On the day of the resit, students must present a copy of their resit registration along with a copy of the **bank payment receipt**.
6. **Available Resit Centres**
 - a. Institute of Education (NEW BLOCK)- Cape Coast
 - b. Tamale College of Education (TACE) – Tamale
 - c. Wesley College of Education (WESCO) – Kumasi
7. Access the **RESIT timetable** by clicking on the "**RESIT timetable**" button in your student portal for a copy of the resit schedule.

FOR STUDENTS WITH INCOMPLETE (IC) RESULTS

8. Students who were unable to participate in Quiz 1, 2, or the End of Semester exams and have an incomplete (IC) as a result, are expected to take part in this exercise.
9. They must check the reason(s) for their ICs by clicking on the "**IC Status**" button in the portal.
10. Students with IC status are not required to make any payments, however, they are to report at the resit centre of their choice with a printout of the reason(s) for the IC.

11. Such students can access their **MAKE-UP timetable** by clicking on the "**MAKE-UP timetable**" button on the student portal for a copy of the makeup schedule.

Support Lines:

Registration/IC Enquiries

027 527 4942

024 441 3266

024 312 2806

Fees Enquiries

020 993 6402

PROF. ERIC ANANE
DIRECTOR