

5/16/2022

NATIONAL OPEN UNIVERSITY OF NIGERIA (NOUN)

STUDENTS' STUDY MANUAL



DOWNLOADED AT:

Mediagr NOUN Portal

<https://noun.mediagr.com.ng/noun-study-manual/>

Table of Contents

CHAPTER ONE

Introduction - - - - -	1
Orientation for newly admitted students - - - - -	2
Names and locations of Study Centres/Campuses - - - - -	7
Admission Requirements - - - - -	7
How to process admission - - - - -	8
Transcripts application procedures - - - - -	11
How to Edit & Refill admission form - - - - -	13
How to submit required documents for admission - - - - -	14
How to check admission status (new matric number) - - - - -	14
How to Re-print Admission form or letter - - - - -	14
Breakdown of fees in NOUN - - - - -	15
Budget for admission - - - - -	17
Programmes with calculated school fees - - - - -	17
How to Login to your TWO portals - - - - -	18
Semester Portals Update/Registration - - - - -	20
How to recover a lost/forgotten password - - - - -	20
How to upload your passport - - - - -	21
How to pay your school fees (installment or complete) - - - - -	22
How to verify or retrieve a lost RRR RECEIPT - - - - -	24
How to retrieve a lost RRR 12 digits CODE - - - - -	25
Course registration guideline - - - - -	25
How to register for course materials and examinations - - - - -	27
How to correct erroneous course registration - - - - -	27
How to download electronic copies of your course materials - - - - -	28
How to download timetable for online lectures/facilitations - - - - -	28
How to join live online lectures/facilitations - - - - -	28
Where to watch videos of previous online lectures - - - - -	29
How to submit your assignments/quiz (TMA or CMA) Free - - - - -	29
How to verify assignment scores per course - - - - -	30

How to process your SIWES/IT	-	-	-	-	-	-	-	-	30
Template for SIWES report	-	-	-	-	-	-	-	-	32
Template for post-teaching practice evaluation report	-	-	-	-	-	-	-	-	34
Requirements for examination clearance	-	-	-	-	-	-	-	-	35
Physical Examination Guidelines and Regulations	-	-	-	-	-	-	-	-	35
How to participate on Virtual/Online Examination	-	-	-	-	-	-	-	-	37
How to check your semester results	-	-	-	-	-	-	-	-	38
Causes of missing results	-	-	-	-	-	-	-	-	38
Remarking of Examination Scripts & Re-computation of results	-	-	-	-	-	-	-	-	39
How to know your semester GPA (single semester)	-	-	-	-	-	-	-	-	40
How to calculate your CGPA (multiple semesters)	-	-	-	-	-	-	-	-	42
Low GPA?	-	-	-	-	-	-	-	-	42
Portal analysis	-	-	-	-	-	-	-	-	43
Your next semester registerable courses	-	-	-	-	-	-	-	-	43

CHAPTER TWO

Carryover in NOUN	-	-	-	-	-	-	-	-	45
What are the causes of CARRYOVER in NOUN?	-	-	-	-	-	-	-	-	45
How to purchase past questions	-	-	-	-	-	-	-	-	46
How to report a course that doesn't have textbook/learning material	-	-	-	-	-	-	-	-	46
Difference between past TMA & past questions (100-200L)	-	-	-	-	-	-	-	-	47
Course Handouts/Summaries (unofficial)	-	-	-	-	-	-	-	-	48
How to prepare your own summaries/handouts	-	-	-	-	-	-	-	-	48
Areas of coverage for your examinations	-	-	-	-	-	-	-	-	49
The DOs And DON'Ts in your academic pursuit	-	-	-	-	-	-	-	-	49
Examination TIPS	-	-	-	-	-	-	-	-	50
A task for you	-	-	-	-	-	-	-	-	51
How to perfectly organize your studies documents	-	-	-	-	-	-	-	-	52
How to get assistance on your assignments to improve your scores	-	-	-	-	-	-	-	-	53
Importance of GOOD SCORE ON YOUR TMA	-	-	-	-	-	-	-	-	53

CHAPTER THREE

Change of programme/course	-	-	-	-	-	-	-	-	55
How Change of Programme is Processed	-	-	-	-	-	-	-	-	56
Change of Study Centre	-	-	-	-	-	-	-	-	57
Five years programmes in NOUN	-	-	-	-	-	-	-	-	58
How to correct your name or birthdate	-	-	-	-	-	-	-	-	59
End of programme clearance (final year)	-	-	-	-	-	-	-	-	60
Convocation fee payment procedure	-	-	-	-	-	-	-	-	61

CHAPTER FOUR

Academic calendar	-	-	-	-	-	-	-	-	63
Faculty Handbook	-	-	-	-	-	-	-	-	64
Further clarifications about noun	-	-	-	-	-	-	-	-	65
Further clarifications about Study Centres	-	-	-	-	-	-	-	-	66
Official websites	-	-	-	-	-	-	-	-	67

CHAPTER FIVE

How can I meet my course mates nationwide?	-	-	-	-	-	-	-	69
How much does Admission form cost?	-	-	-	-	-	-	-	69
How long will it take me to complete my programme?	-	-	-	-	-	-	-	69
How will the students be taught?	-	-	-	-	-	-	-	70
How do I apply for a programme in NOUN?	-	-	-	-	-	-	-	71
How can I learn NOUN Anthem?	-	-	-	-	-	-	-	72
How do I understand NOUN Exams timetable?	-	-	-	-	-	-	-	72
How do I submit GST302 Business plan?	-	-	-	-	-	-	-	72
How do I process my TP/IT/SIWES/Seminar?	-	-	-	-	-	-	-	74
When is student completely registered for the semester?	-	-	-	-	-	-	-	74
As new prospective student, can I get Matric Number online?	-	-	-	-	-	-	-	75
How many credit units is required for me to graduate?	-	-	-	-	-	-	-	75
How do NOUN administer examinations?	-	-	-	-	-	-	-	76
What are the requirements for Project Proposal?	-	-	-	-	-	-	-	76
Appropriate Colour For Project Cover	-	-	-	-	-	-	-	77

Where can I download the Faculty Handbook? -	-	-	-	-	-	79
How do I correct a wrongly registered course? -	-	-	-	-	-	79
How can I register for NYSC EXCLUSION LETTER? -	-	-	-	-	-	79

CHAPTER ONE

Introduction

The intent behind this manual is to help students who can use digital devices like smartphone or computer perform activities required of them by National Open University of Nigeria (NOUN) without relying so much on third parties/computer operators known here as education consultants.

Gone are the days when students queued in school or computer centres in their quest for admission into schools, fees payment and examinations. Today you could do everything online at National Open University of Nigeria (NOUN).

In your home or office, you could apply for admission, submit your admission documents for verification, receive your matriculation number, calculate and pay your school fees, submit your assignments/quiz, get cleared for and write examination, and check your results.

However, the entire processes are yet to synchronously be perfected. Minor issues encountered could be addressed via official email, some unofficial/official social media group administrators or physical contact with NOUN staff.

Any major issues usually arise due to student's inability to pay attention to details or attempt for shortcuts to glory.

Eventually, anyone could use this manual to create his/her own students social media group and decently share the information herein.

Orientation for newly admitted students

Firstly, you should know that it's your duty to perform all registrations by yourself using any means necessary NOT the school's responsibility. Once you're given **matriculation number (Matric Number)** *you're on your own*. However, I've provided simple tutorial videos on all activities in NOUN and some of the links are in this manual. So, if you're ready to learn new things and adapt quickly, I've got your back at least. Daily YOUTUBE data subscription with MTN should be ₦100 or less. Night subscription is ₦50 with which you could wake up around 3am and watch videos until 6am. Please find out the cost on other telcos using google search at <https://google.com> it's easy to know what you don't these days.

You may also pay someone who has watched the videos to perform some of the required activities on your behalf. Trying to do such illegally (e.g. buy exams answers before exam time, or change the score of your exams etc) usually results to scam which you cannot do anything about because you paid the person to commit a crime but he/she failed. Let's go!

For the award of a Bachelor's Degree from 100L, you must run your programme within a minimum of eight (8) semesters (4years) or maximum of sixteen (16) semesters (8years)

For direct entry, students must obtain a minimum TCE of 90-credit units depending on your programme, a minimum of six (6) semesters (3 years) or maximum of twelve (12) semesters (6 years), excluding the General Studies (GST) Courses.

Notes:

(1) The maximum semesters start counting from the year you were admitted, if you abandoned your studies for too many semesters, you may not be awarded a degree certificate.

(2) Students are required to pass at least one elective course in a semester or at least 15 total credit unit. They must also pass 18 CU (credit units) of GST Courses as specified by the Senate.

Study Center Officials

Director: This the head of the study center and should be met only on special occasions.

Counselor: Students Counselor is your best friend in National Open University of Nigeria. He/She has the answer to 95% of your questions about your studies.

Faculty Desk Officer: At higher levels you'd always need the assistance of your faculty officer; TP, IT or otherwise.

Accountant: This person checks and clears students for proper registrations and payments for examination purposes.

IT Officer: This person has 80% solution to any issues you may encounter in NOUN; resetting passwords, resetting admission forms, and many other IT related activities you may not be able to do.

Librarians/Stock keeper: This person gives you all the hardcopy/textbooks of your registered courses per semester.

Glossary of Terms

Course

A course is a major content segment comprising topics in a particular subject. At NOUN, multiple of courses that make up a programme of study leading to a degree qualification.

Course Code

This should be understood to mean a 'quantitative system of organisation of the curriculum in which subject areas are broken down into unit courses which are examinable and for which students earn credit(s) if passed'. The courses are arranged in progressive order of difficulty or in levels of academic progress, e.g. Level 1 or year 1 courses are 101, 102 etc

(e.g. GST101). and Level II or Year II courses are 201, 202 etc. *The National Open University of Nigeria also has a policy of odd number representing first semester and even number representing second semester.*

Course Credit

A Credit is the unit of measurement for a course. At NOUN, 1 credit unit is estimated to be the equivalent of 7 study units. A 1 credit unit course is estimated to take 30 study hours to complete and is broken down as follows:

Study time- 21 hours, TMA-3 hours, and Facilitation-6 hours.

Semester

A Semester is an academic period of twelve weeks, excluding examination period. NOUN offers two semesters of study per year: January to March and July to September then exams follow.

NOUN runs two semesters like conventional universities; however, it could also run 3 semesters if there was obstruction that caused a semester to be omitted like COVID.

Admission

NOUN offers admission TWICE yearly or every semester... whereas conventional universities offer admission once. That's why NOUN also has graduates every semester. The school is at second semester while you're at your first semester - it doesn't matter. You're required to firstly register your first semester courses whether you were newly admitted in the schools' first or second semester.

Core/Compulsory Course

A course which every student must compulsorily take and pass in any particular programme at a particular level of study.

Elective Course

A course that you take within or outside the faculty. You may graduate without passing the course provided the minimum credit unit for the course had been attained.

Programme/Discipline

A programme comprises of prescribed courses offered at different levels of study. It also refers to a particular field of study made up of courses e.g., Bachelor's programme in Peace Studies and Conflict Resolution. At NOUN, a programme of study leading to a degree qualification is made up of general, compulsory and elective courses.

TMA or CMA

Tutor/Computer Marked Assignment is an electronic form of assessment conducted to ascertain the level of students' academic performances. It carries 30 marks split into three parts (TMA 1-3), each part carries 10 marks. You're expected to submit AT LEAST two of the three TMAs in order to qualify for examination and see your result for that course.

Carryover

When you fail a course, that's when you score below 40, it's called carryover course and you'll be required to rewrite and pass such course in order to qualify for graduation.

NE

This means NO EXAMS. It's a remark given to students who missed their exams or who wrote exams but didn't submit.

NT

This means NO TMA. A remark given to students who missed TWO TMAs out of the three or the entire 3 TMAs

There are three means of examinations in NOUN:

a. CBT or E-examination: This is an examination conducted and supervised at the study centre for 100L and 200L students (except for Law courses: CII231, 232, 233, 234, Jil100, 111, 112, 211, 212). Computers are networked on LAN that enables the results to be collated in a central database within the centre and later sent to headquarters for final compilation. Participating students do see the result of each course immediately after

submission. It comprises of Objectives (Multiple choice answers) and Subjectives (Fill in the blanks questions).

b. PoP (Pen on Paper) examination: This examination is hand-written using our traditional pen on paper for 300L and above students (except GST courses that are on E-exams). Students write on paper using pen/biro. It's totally offline examination. This is available for conduct and supervision at the study centres for 300L students and above.

c. Virtual/On-Demand examination: This is an examination written under the supervision of a Proctor, taken at a quiet location - even at your backyard for all study levels. This is also an electronic form of examination and the newest form that allow every student from every office, home or calm environment to take their examinations with the help of computer cameras and software.

Any student taking the Virtual examination would be dealing with the headquarters directly in cases of complaints.

School's Social media Channel

There's only one channel of communication owned by a Directorate of NATIONAL OPEN UNIVERSITY.

All updates regarding eLearn and Online facilitation will be posted firstly in that channel. Kindly share this Channel Link to all new and existing students.

All complaints about TMA and <https://elearn.nouedu2.net> portal should be forwarded to: tma-support@noun.edu.ng and lcms@noun.edu.ng respectively.

Finally, don't forget there's no 1st and 2nd positions as in your primary and secondary school days; assist yourselves wherever and however possible.

Names and locations of Study Centres/Campuses

NOUN currently has 100+ Study Centres nationwide. Follow the link below to find current list of study centres spread across the country. Always choose the one closest to you if you live and study in Nigeria.

https://www.admissions.nouonline.net/noun_stcs.php

Admission Requirements

General admission requirement

Undergraduate Programmes

100 Level Entry

Generally, the requirements for getting admission into the National Open University of Nigeria include five (5) credits in the SSCE/GCE O'Level/NECO/NABTEB or equivalents at not more than two (2) sittings obtained in subjects relevant to the proposed field(s) of study. The five (5) credits include Credits in Mathematics, English and 3 other relevant subjects.

200 Level (Direct Entry)

- i) National Diploma at Upper Credit from recognized institutions.
- ii) National Certificate in Education (NCE) in subject(s) relevant to the proposed programme of study with a minimum of one merit and two passes.
- iii) International Baccalaureates, Interim Joint Matriculation Board (IJMB) with at least two 'A' Level papers in relevant subjects and pre-requisite number of 'O' Level credit passes.

Applying for First Degree Programme

You may proceed with your application for any programme. Kindly use a valid email address on your application form. It'd be very useful when you start making payments. If you contract someone to apply on your behalf, don't allow them to use their email address.

It's free and easy to create an email account.

To Apply

1. Visit the site <https://www.admissions.nouonline.net/>
2. On the Home Page, go to the Menu Bar, Click or touch on **Apply**
3. Select either **Undergraduate Programme** or **Postgraduate Programme** or Other.
4. Go to "**Choose a Faculty**" (note it can be found at the left-hand side of the screen on desktop view or top of page on mobile)
5. Scroll and Choose a **Programme** listed from the chosen faculty.
6. Select Entry **Level** and Click or touch **submit**
7. You'd be presented with entry requirements, Scroll down and Click or touch on **Apply** if qualified
8. Fill displayed form with personal details and NIN
9. Click or touch "**Apply**" to proceed.
10. Make note of the **UNIQUE ID** displayed
11. Click or touch '**Continue**' button
12. Select Bank Branch as payment type
13. Click or touch "**Pay**"
14. Copy and take your RRR number to any bank branch for payment.

After payment for the form

Follow this link to watch how it's done and print your provisional Admission Letter and Form or go back to same link and Click or touch on **continue after payment**:

Submit documents online for verification or Visit the nearest study centre for screening having all the listed documents in your Admission Letter.

Note: O-Level English and Mathematics are compulsory for all programmes.

To check your payment if it didn't reflect, proceed as follows:

1. Go back to <http://nouonline.net/> and Click or touch "**Check RRR**"
2. Enter your RRR
3. Select Payment Category
4. Submit

Applying for PGD/Masters/PhD

To qualify for admission into any of the postgraduate programmes of the University, a candidate must meet, among others, all matriculation requirements of at least five (5) credit passes including English Language and Mathematics. Some programmes accept at least a pass in Mathematics.

a. For Postgraduate Diploma Programmes, Candidates must possess either a minimum of pass Bachelor's Degree in any discipline from a university recognized by the Senate of the NOUN OR a Higher National Diploma with a minimum of Lower Credit. For the Postgraduate Diploma in Legislative Drafting, the candidate must have been called to the Bar. Also for admission into the school of Business and Human Resource Management Postgraduate Diploma programmes,

b. For Master degree programmes, candidates must possess either a Bachelor's Degree with a minimum of second class lower in the relevant field of study from a University

recognised by the Senate of the NOUN. However, holders of lower classification OR a Postgraduate Diploma in related field of study from a recognised University.

c. For the Doctor of Philosophy Degree programmes, candidates must possess a masters degree in relevant field of study from a university recognized by the Senate of the NOUN with a minimum score average of not less than 60% or a cumulative Grade Point Average (CGPA) of 4.0 on a 5-point scale. Studying with us gives a rewarding experience as we give you all the support you need to succeed.

Transcripts application procedures

Undergraduate Transcript Application And Verification Of Documents Guidelines

Payment is only to be made via the Remita platform at www.remita.net as follows:

1. Click or touch on Pay FGN and State TSA.
2. Who do you want to Pay to (type “National Open University of Nigeria”).
3. Name of Service /Purpose (select “Miscellaneous Income” or “Others”).
4. Purpose of Payment (type “Undergraduate Transcript”); enter other relevant details, and pay online or in the bank.
5. Please fill in your details (phone number and e-mail address in the appropriate boxes).
6. Amount to be paid should be indicated. Transcript within Nigeria is ₦15, 000 only, and outside Nigeria is ₦30, 000 only, while Verification fee for both Local and International is ₦15,000 only.
7. Payment of cash or any additional amount outside the aforementioned approved fee to any official of the university is prohibited.
8. REMITA will send a mail to your e-mail account, print out and take to any bank for payment.
9. Attach the Remita payment slip and the bank payment teller to the transcript application.

10. Attach a photocopy of your National Open University of Nigeria Certificate.

11. Contacts: 08079618970, 08167424141, undergraduatetranscripts@noun.edu.ng

Note:

a. If you have paid and obtained the necessary documents, follow the link below to commence transcript application.

b. The attached PDF is the online form.

<https://www.nou.edu.ng/form/undergraduate-transcript-applica>

Postgraduate Transcripts Application Guidelines

The steps for applying for postgraduate transcripts are outlined below:

Please note that transcripts are not sent to individuals but academic institutions.

1. If a transcript applicant wants his/her transcript to be sent to a non-academic or corporate organisation like a bank, an NGO, an MDA, etc, he/she would have to request the organisation to write on his/her behalf to the “The Secretary, School of Postgraduate Studies...” in its letter-headed paper and duly signed by the appropriate Officer.

2. Approved transcript processing fee for local destinations is ₦10,000, while international destinations is ₦25,000.

3. Payment is only to be made via the Remita platform at www.remita.net as follows: WHO DO YOU WANT TO PAY TO (type “National Open University of Nigeria”); NAME OF SERVICE/PURPOSE (select “Miscellaneous Income” or “Others”); Purpose of Payment (type “Postgraduate Transcript”); enter other relevant details, and pay online or in the bank.

4. Payment of cash or any additional amount outside the aforementioned approved fee to any official of the University is prohibited.

5. A transcript applicant is to fill the fields provided in the transcript application page and upload the following: a copy of the certificate/notification of result, Remita receipt, application letter from a corporate body (if applicable) and transcript label (if applicable).

6. After submission, an acknowledgement message would be sent to the applicant via our email: pgtranscripts@noun.edu.ng

7. The Transcript Desk of the School of Postgraduate Studies could also be reached through the above email and our dedicated telephone line: 0811-503-2088 (calls only between 9am – 4pm, on working days).

8. Processing time is 5 – 15 working days: by this time we shall endeavour to process the applications for posting. The arrival of prepared transcripts at chosen destinations will depend on the location.

Note:

a. If you have paid and obtained the necessary documents, follow the link below to commence transcript application.

b. The attached PDF is the online form.

<https://www.nou.edu.ng/form/transcript-application>

Signed:

Dean, School of Postgraduate Studies

How to Edit & Refill admission form

This is necessary for new students without Matriculation number:

- i. Students with Initials in their name(s): they are to provide their names in full.

- ii. Students with Four (4) names: they are to provide their preferred three (3) names
- iii. Students with mis-spelt name(s): they are to provide their correct name(s).

How to submit required documents for admission

In your admission letter, a list of documents are required for verification/screening.

You could either submit documents online for verification or visit the nearest study centre for screening having all the listed documents in your Admission Letter.

After successful screening/verification, you'd be issued a Matriculation Number (Matric Number) that usually have the 12 digits format: NOU210123452

Breakdown of fees in NOUN

You need to understand fully what you're paying for so that you'd also know whether you're utilizing all your money or some of it.

Compulsory Fees For All

1. Registration Fees	-	₦6,000.00
2. Library Fees	-	₦3,000.00
3. ICT Administrative Charges		₦5,000.00
4. E-Facilitation	-	₦4,000.00
Total fees:	-	₦18,000.00

Fees for Undergraduate Textbooks/Course Materials

This depends solely on the credit units of the course(s) to be registered.

1 Unit Course costs	-	₦2,000.00
2 Units Course costs	-	₦2,000.00
3 Units Course	-	₦2,500.00
4 Units Course	-	₦3,000.00

Fees for Examination

For each course exam costs	₦1,000.00
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Fees for Post-graduate Textbooks/Course Materials

This depends solely on the credit units of the course(s) to be registered.

2 Units Course costs	-	₦2,500.00
3 Units Course	-	₦3,000.00

Fees for Examination

For each course exam cost	₦2,000.00
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IT/SIWES & Teaching Practice: ₦10,000.00

Project Fees

1. IT/TP/SIWES	-	-	₦10,000.00
2. Undergraduates	-	-	₦15,000.00
3. Post-Graduate Diploma	-		₦25,000.00
4. Masters	-	-	₦40,000.00

Budget for admission

Undergraduate Form	-		₦5,000.00
Post-Graduate Diploma form			₦7,500.00
Masters form	-	-	₦10,000.00

All Undergraduate Registrations: ~~₦60k~~ - ~~₦75k~~

All Post-graduates Registrations: ~~₦90k~~

Note: the Textbooks/Course learning materials are your properties even if you don't read with physical papers. The school ought to give you ALL. *You could collect course materials for all the registered courses by presenting the Librarian hardcopy of course registration slip printed from your portal after payment of school fees and done with registrations.*

Programmes with calculated school fees

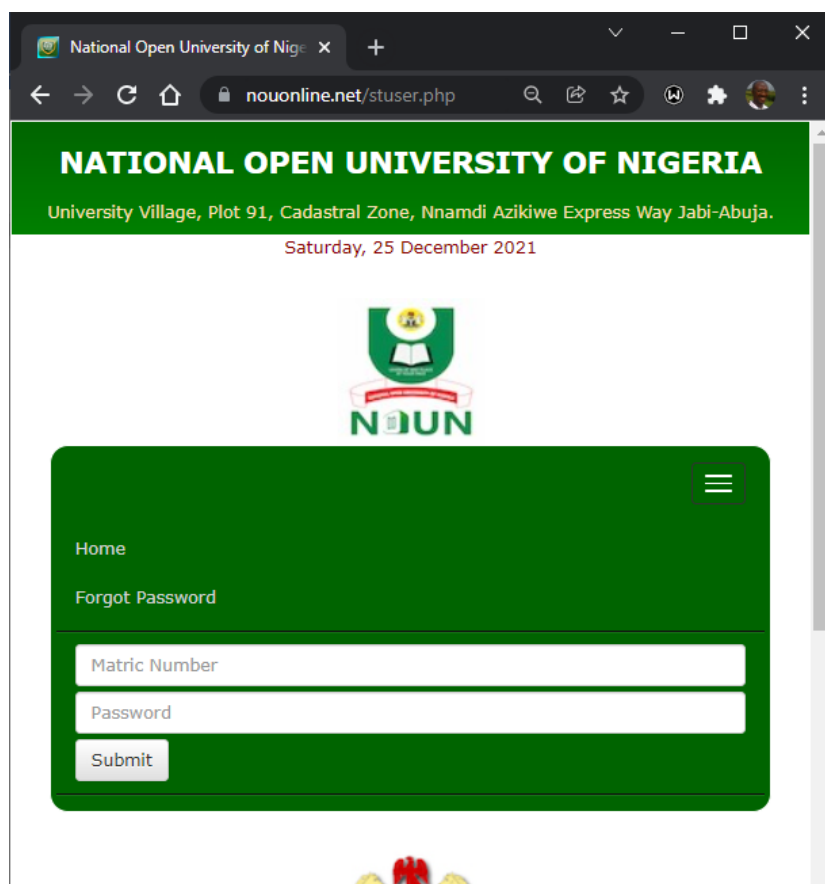
On a personal leisure I've calculated school fees of some programmes from start to finish and uploaded in the youtube play list that would updated as time goes passes:

How to Login to your TWO portals

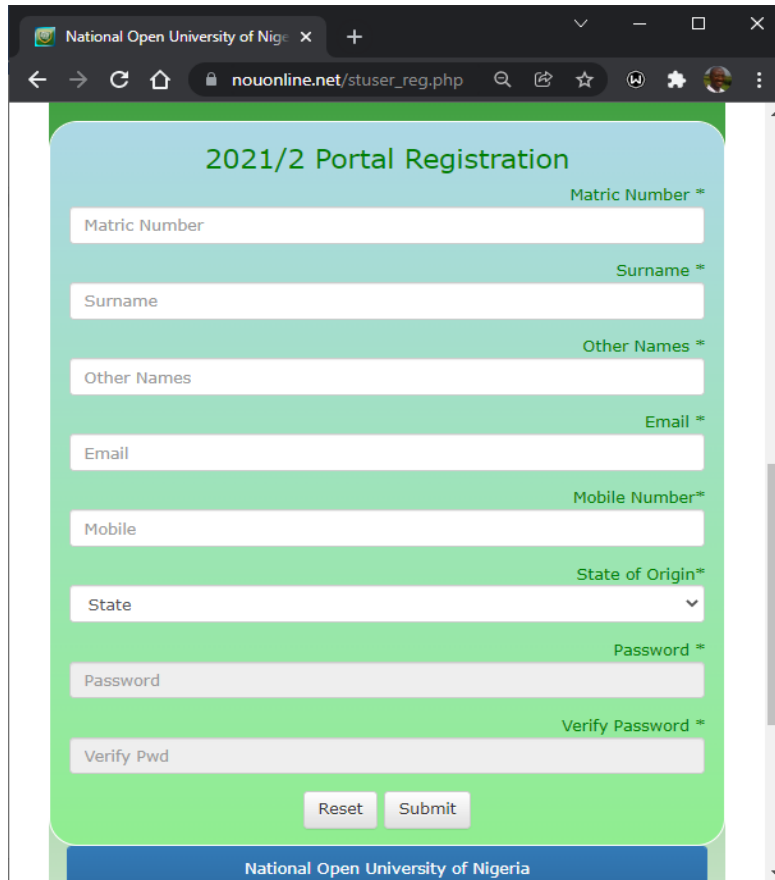
There are currently two portals: one for admission, payment of school fees, and course registration, (<https://nouonline.net>), and the second (<https://elearn.nouedu2.net>) for assignments and e-learning where online lectures/facilitation takes place.

Registration portal: <https://nouonline.net>

1. open the website
2. Click or touch the **student** menu at the top
3. Click or touch **Login** and you'll the page below, then enter your matric number and password

A screenshot of a web browser displaying the National Open University of Nigeria (NOUN) student login portal. The browser's address bar shows the URL 'nouonline.net/stuser.php'. The page has a green header with the NOUN logo and name, and the date 'Saturday, 25 December 2021'. Below the header is a green sidebar menu with options: 'Home' and 'Forgot Password'. The main content area is white and contains a login form with two input fields: 'Matric Number' and 'Password', followed by a 'Submit' button. The NOUN logo is also visible in the center of the page.

You don't have a password for **Registration portal** yet? Then start with Semester Portals Update/Registration that must be done to get password and then login. Chose **Register** instead of **Login**, and the form below will be displayed, fill the form accurately and submit.



The screenshot shows a web browser window with the address bar displaying 'nouonline.net/stuser_reg.php'. The page title is '2021/2 Portal Registration'. The form contains the following fields and labels:

- Matric Number *
- Surname *
- Other Names *
- Email *
- Mobile Number*
- State of Origin* (with a dropdown menu labeled 'State')
- Password *
- Verify Password *

At the bottom of the form are 'Reset' and 'Submit' buttons. The footer of the page reads 'National Open University of Nigeria'.

E-Learn portal: <https://elearn.nouedu2.net>

1. open the website
2. Click or touch the **Login** menu and enter your matric number and password

You don't have a password for **E-learn portal** yet? Then start with Semester Portals Update/Registration that must be done to get password and then login. Chose **Sign Up** instead of **Login**, fill the form as explained in the video and submit.

Remember;

Your matric number is 12 digits ✓

You shouldn't ADD SPACE in your matric number ✓

Semester Portals Update/Registration

This is the first thing every returning student should do before attempting login. You cannot login without updating your portals. Kindly watch the videos above and do the needful in order to login.

For E-learn portal update

Do this two weeks to the end of courses and examinations registrations at the e-learning portal.

In order to participate in online lectures and GST courses activities you've to update/activate your E-learn/GST portal and get your password handy:

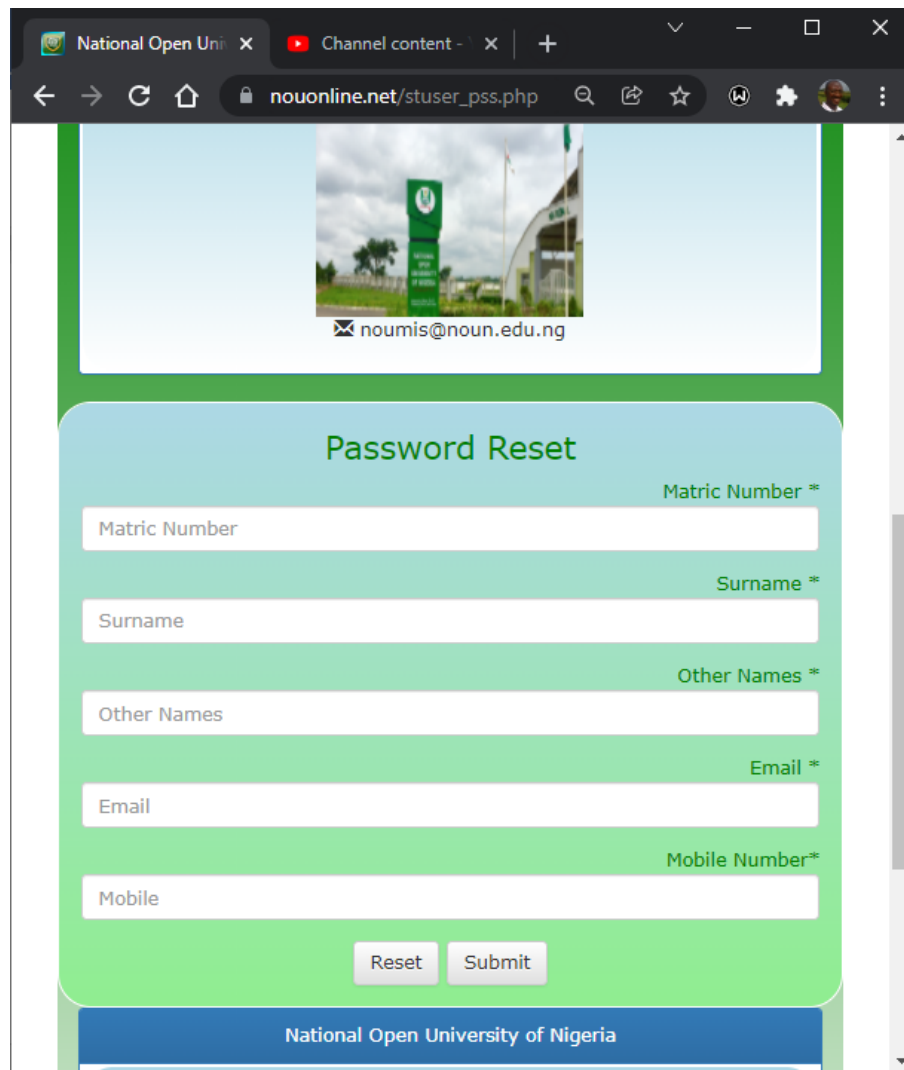
1. Visit the NEW portal address at: <https://elearn.nouedu2.net>
2. Firstly use your matric Number as Username and password - all in small letters.
3. Secondly, you'd be asked to change your password, then add your matric Number in the space for current password.
4. Then Add whatever you want to be your password in the space for new password.

How to recover a lost/forgotten password

This is one of the areas where your personal email plays a big role because your password would be sent to the email used during application for admission.

Password For Registration Portal

Open the login page as explain above and you should see **Forgot Password**. Click or touch on it and the form below will open, fill the form and submit, then wait for reply in your email.



The screenshot shows a web browser window with the address bar displaying 'nouonline.net/stuser_pss.php'. The page features a header with the NOUN logo and a banner image of a university building. Below the banner is a 'Password Reset' form with the following fields: Matric Number *, Surname *, Other Names *, Email *, and Mobile Number*. Each field has a corresponding label to its right. At the bottom of the form are 'Reset' and 'Submit' buttons. The footer of the page displays 'National Open University of Nigeria'.

Password For E-learn Portal:

Open the login page as explain above and you should see **Forgot Password**. Click or touch on it and the form below will open, fill the form and submit, then wait for reply in your email.

How to upload your passport

You're expected to change the passport name to your matric number in small letters/lowercase before upload.

How to pay your school fees (installment or complete)

This is popularly known as eWallet funding. You have to make payments personally either at the bank or using your Visa or Mastercard to avoid fraudulent account funding that you'll get punished if caught. You may pay in up to 4 parts but it's advisable not to start registration unless the fee is complete or enough to register up to 10 credit unit courses.

STEP ONE

Generate a remita code (RRR) from your portal.

- i. Login to your portal and Click or touch on **eWallet** it'll display submenus
- ii. Click or touch **Generate Remita Number (RRR)** and a payment form will open
- iii. Enter your email, phone number, and amount (amount could be half, full or any)
- iv. Under Payment Type: Select Bank Branch to visit a bank and make your payment. You can pay with your bank card when the portal redirects you to Remita website.
- v. Click or touch Pay and your RRR would be generated. It's 12 digits e.g.: 2334-3445-0833
- vii. TO PAY WITH YOUR BANK CARD, Click or touch SUBMIT, Fill the next form with your bank card details and submit. or

Note: It's very important to copy, write down or SCREENSHOT the RRR for future uses then proceed to make your payment at bank branch of any Nigerian banks if you can't pay with card: First Bank, UBA, Zenith, ACCESS, GTBank etc.

STEP TWO

Check if your payment was successful (if NOUN received it).

While you're not logged into your portal follow these steps to check that payment.

i. Click or touch "Check RRR"

ii. Enter your RRR that you've already paid for.

Don't include hyphen in the RRR

3322-4322-5433 ✗

332243225433 ✓

iii. Select Payment Category (Wallet funding)

iv. Click or touch Submit

Note: You should see a payment successful (record inserted successfully) message otherwise try again later.

FINAL STEP

Login and Click or touch "Credit RRR" under "eWallet". Enter your RRR in the box. *In some cases this step won't be necessary if your money is already visible in your portal wallet.*

Again don't include hyphen

3322-4322-5433 ✗

332243225433 ✓

and Click or touch Check RRR Payment, only then will your Wallet be credited! Go back to your login page and start your REGISTRATIONS. **Repeat STEPS 1 to 3 if your payment is on installment.**

How to verify or retrieve a lost RRR RECEIPT

You could verify previous payments and retrieve your remita receipts following the steps below. Do it before graduation. If you made valid payments in the past with remita either at the bank or online using MasterCard or Visa card, you can always retrieve the receipt from Remita even if it's 7 years ago. Even if you used different email address then.

Just do this for all your previous payments, to keep a copy in your email inbox in case you need it during graduation clearance.

Step 1

Login to your portal and copy the remita number RRR correctly.

Step 2

Go to <https://remita.net>

Step 3

Click or touch on Resend Receipt or Invoice

Or follow this link:

<https://login.remita.net/remita/auto-receipt/receipt.reg>

Step 4

Enter the RRR of the payment you need its receipt.

Step 5A

If you used valid email during that payment, choose "RE-SEND"

And Click or touch "SEND RECEIPT" and you'd receive the authentic receipt immediately.

Step 5B

If you want Remita to send the receipt to a different email address or new email address choose "RE-SEND TO ALTERNATE EMAIL".

- i. Enter the new email address and Click or touch Next
- ii. Enter your valid phone number and Click or touch Next
- iii. Enter the amount paid, the amount for that Remita number and Click or touch Next

If you entered the correct amount, you'd see the button "SEND RECEIPT"

- iv. Click or touch "SEND RECEIPT" and you'd receive the authentic receipt immediately.

Many have lost hope on retrieving their Remita receipts and knowing if their payments were received by NOUN. Here's the solution. If you didn't receive the receipt and you enter correct details, then it's fake or wrong RRR.

Course registration guideline

Compulsory GST courses are dependent on your Entry Level:

Direct Entry students are obligated to take only GST107 from 100L.

PGD students that graduated from other universities are obligated to take GST707.

Masters students that graduated from other universities are obligated to take GST807.

GST302 is compulsory for every students at 300L. Marks awarded at 60% for presentation and 40% for exams.

NOUN first degree graduates aren't obligated to offer GST707 or GST807.

The DEAGS launched a new portal that answers questions about GST courses:
<https://deags.nou.edu.ng/deags/faqs-gst>

GST105 is for students with arts and social science based programmes while GST203 is for science-based programmes. **YOU'RE NOT TO REGISTER FOR BOTH** even if they both appeared in your registration portal.

The course registration portal contains the list of all courses offered in each programme.

You are expected to register for a minimum of 15 credit units per semester (unless you're a finalist writing carryover and such) and a maximum of 20 credit units per semester.

You are allowed to register a maximum of 24 credit units where you have carried over courses from the previous semesters

You're expected to register all your core courses (and all GST courses) for the semester and at least one elective course.

If you Registered a course wrongly, you can go to your study centre and ask IT Officer to drop the course - that way your money would return to your wallet and you'll be able to make fresh Registration.

Dropping of courses normally begins last week of registrations period.

Every undergraduate student has 8 years from the time of admission to graduate (that's double of your normal 4 years). After 8 years, there might be no certificate for you.

Financial laggings

The doubled duration of studies gives you the opportunity to register at least 10 credit units of your courses in a given Semester in case of financial problems.

How to register for course materials and examinations

- (1) **Login** to your portal at <https://www.nouonline.net/>
- (2) Click or touch on **Registration**
- (3) Click or touch **Register Courses**
- (4) Select your **current Level** for the semester
- (5) Click or touch Submit and another button (Proceed...) will appear
- (6) Click or touch **Proceed...** link

All your courses for the selected level will show up.

- (7) Look at the semester column very carefully, Click or touch **Add** at the front of each course to put it into the list of your courses.

Note: once you add courses up to 24 credit units the add button will stop adding to the list.

- (8) Scroll down to the bottom and Click or touch Submit.

How to correct erroneous course registration

Some of you lament on registering courses they would like to keep aside until sometime in future or someone mistakenly registered a course for you from upcoming semester and you're not ready to sit for the exam.

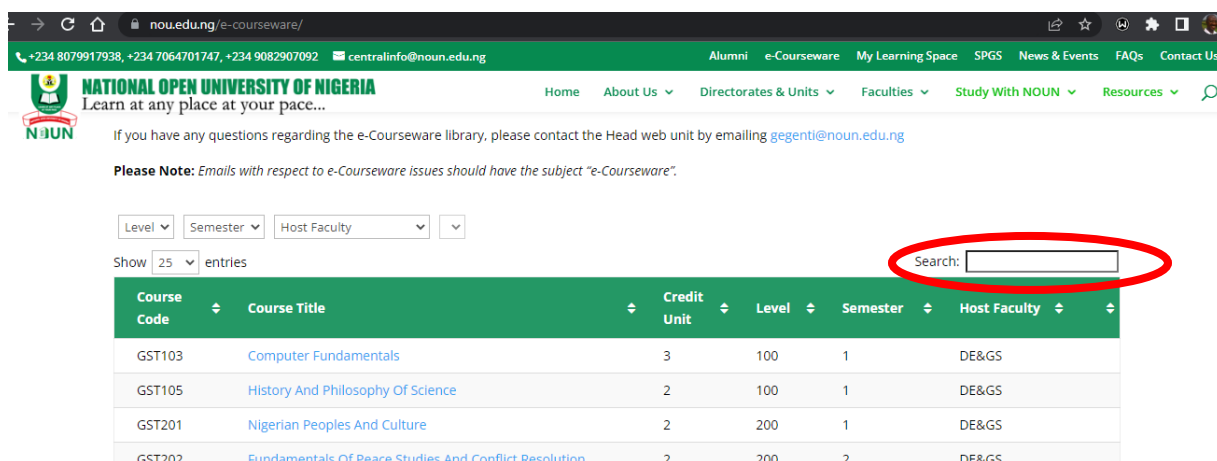
Drop the course It's FREE!

One week to end of registrations you should take your ID card to your study centre and request that such course or courses be dropped and all payment for that course will return to your wallet balance.

How to download electronic copies of your course materials

For the most recent course materials:

1. Kindly go to <https://nou.edu.ng/e-courseware/>
2. type the course code in the search bar
3. Press ENTER key on your keyboard and the **course title** and **Course code** will be displayed



The screenshot shows the NOUN e-courseware portal. At the top, there is a green header with the NOUN logo and contact information. Below the header, there is a search bar with a red circle around it. Below the search bar, there is a table of course materials with columns for Course Code, Course Title, Credit Unit, Level, Semester, and Host Faculty. The table lists four courses: GST103 (Computer Fundamentals), GST105 (History And Philosophy Of Science), GST201 (Nigerian Peoples And Culture), and GST202 (Fundamentals Of Peace Studies And Conflict Resolution).

Course Code	Course Title	Credit Unit	Level	Semester	Host Faculty
GST103	Computer Fundamentals	3	100	1	DE&GS
GST105	History And Philosophy Of Science	2	100	1	DE&GS
GST201	Nigerian Peoples And Culture	2	200	1	DE&GS
GST202	Fundamentals Of Peace Studies And Conflict Resolution	2	200	2	DE&GS

4. Click or touch the **course title link** to the open or download the PDF

How to join live online lectures/facilitations

Another video that explains how to join NOUN ONLINE LECTURE on GST portal has been published.

You'll see the steps taken and where Prof. May Nwoye (NOUN CEAGS) answers students Questions during the online class.

Please, I want you to understand what you're studying not everything should be done for you.

How to submit your assignments/quiz (TMA or CMA) Free

Currently, assignments (Tutor Marked Assignments or Computer Marked Assignments) are being submitted via two portals. All departmental courses are submitted at the Registration portal while all GST courses are submitted at the e-learn portal. Taking TMAs by yourself switches your mind towards reading some topics unconsciously, and as such prepares you for exams.

How to submit at E-learn Portal (GST courses):

Follow the link below for a clear demonstration;

How to process your SIWES/IT

Industrial Training/Student Industrial Workplace Experience Scheme (IT/SIWES)

If your course outline has an IT/SIWES course, you are expected to participate in a six (6) month Industrial attachment training during the 2nd semester of 300L or first semester of your final year (400 level). Industrial attachment training must be carried out in a workplace that is relevant to students' discipline. Field supervisors shall be assigned to you to monitor and assess your' activities during the period of your attachment. Grading of the course is the same as for other courses and project.

General Requirements for Students

- i. To attend SIWES orientation programme before proceeding on industrial attachment.
- ii. To be regular and punctual at the place of attachment.
- iii. To comply with the employers' rules and regulations and avoid absenteeism and late coming to workplace and other acts of indiscipline.
- iv. To maintain proper records of training activities and other assignments in the logbooks.

- v. To arrange own living accommodation during the period of attachment.
- vi. To submit Log Books, Reports and other documents related to SIWES as required by the University at the end of the training period.
- vii. To submit appropriately to ITF through appropriate channel of communication, Evaluation Form (Form 005), duly completed by the undergraduates, the employer and the Directorate of SIWES.
- viii. To submit Work Reporting after Industrial Training and present seminars.
- ix. To avoid change of place of attachment except in exceptional circumstance and with the prior permission of Study Centre Director and the SIWES Directorate.

Students who have registered for SIWES course can submit their SIWES details online. They will also be able to download placement and acceptance forms and submit reports.

The following are the steps:

1. Go to <http://mylearningspace.nouedu2.net>
2. Click or touch of Add My SIWES Record
3. Log in with your MyNOUN Learning Space login name (matric number) and password
4. Click or touch on Add SIWES Record
5. Complete the “Personal Details” section
6. Click or touch on the SIWES Details and complete the section
7. Save your submission
8. Click or touch on the “Request for Placement Form-002” to view and download your placement form.
9. Scroll down to the bottom of the page and Click or touch on the Download & Print link to download the form
10. Click or touch of the Placement Acceptance Form-003; download and print as above.

After your Placement Acceptance Form-003 has been signed by the SIWES organization, carry out the following steps.

1. Go to <http://learningspace.nouedu2.net>
2. Go to Add My SIWES Record
3. Log in with your MyNOUN Learning Space login name (matric number) and password
4. Click or touch on View and Edit SIWES Record and Click or touch on your matriculation number
5. Select Edit at the top of the page
6. Click or touch on the Log Books & Forms tab
7. Click or touch on Choose File button by Upload Signed Acceptance Form-003 to browse and select the signed acceptance form
8. Click or touch on Upload
9. Click or touch on Save

At the end of the SIWES also upload your technical report.

Template for SIWES report

SIWES is done at the end of the 2nd semester examination of either 300, 400 or 500 level. Students work hand in hand with the centre Director and the Directorate. Students need to attend an orientation before embarking on Industrial Training.

INTRODUCTION

The report of the Industrial Training/SIWES is an essential part of the programme. The programme is, therefore, not deemed to have been passed through by the student, by the School Board of Studies and the University of Senate until a satisfactory report has been written. The guidelines for writing the reports are therefore set out below and the student should write the report stressing what he/she did during his/her attachment.

Recommended Outline For Writing Report

The plan of the report is the student's own responsibility. To streamline all reports, the following outline is to be followed by every students.

1.0 Title

1.1 Name of Student (Surname first)

1.2 Matriculation Number

1.3 Course and Year (e.g. Bus. Edu. 3)

1.4 Location & Firm of Training

1.5 Summary or Abstracts of report (about $\frac{3}{4}$ - 1 page) it should containing all the essentials inside the report)

1.6 Acknowledgement

All those who have in any way helped the student to the success of his training may be noted in this section.

2.0 Introduction

Here, the student should state what he/she is going to write about. He should briefly outline the organisational structure for the company.

2.1 Main Body of the Report

This is the most important part of the report and the student must show own innovations. The plan and order sequence should include mainly:

- a.** The skills and practices the student required
- b.** The operation and maintenance training received
- c.** The specific work done must be given adequate coverage
- d.** Any design, calculations, and analysis must be carefully, but briefly recorded.
- e.** Supervision and any leadership role played in a given project or assignment (if any) must be briefly reported so as to leave no one in doubt as to student's actual involvement.
- f.** Sketches, diagrams, graphs and drawings (if any) must all have titles and designated as Fig. 1, 2 etc. and each must be referred to at least once in the report.
- g.** Experimental test, together with the tables of results must also be given adequate coverage. Each table should be given a title in a sequential order as: Table 1,2,3,4,5,6 etc. with related titles, and must be referred to at least once in the text.

2.2 Conclusion

Here, the student should state again what he has achieved, contributed and learnt during this attachment.

2.3 References

A list of references may be necessary. It should be listed in the order the references are referred to in the report and also listed alphabetically.

2.4 Appendices (if any)

Detailed description of working principles of most apparatus, equipment or devices may be reserved for the appendix section. Only in exceptional cases when the apparatus is the main focus of training should detail description form part of the main report.

Director/Head of SIWES: Prof. Joy C. Eyisi

Email: siwes@noun.edu.ng

Template for post-teaching practice evaluation report

Below is the template for writing a post-teaching practice evaluation report.

Acknowledgment

Introduction

About the School

I did my teaching practice atlocated at My class was...withnumber of students.

Overview of my teaching practice

I had positive and negative experiences...

You need to reference some scholars...

According to ... Teaching practice is ...

And that supports Dr. ABC'S view of teaching practice that ...

Personal Assessment (Where I need to improve)

In my opinion, my grammatical expression was good. But in the area of class management...

Challenges during my Teaching practice

Imbalance timetable, inter-house sports preparation etc...

Recommendations

To my mentor at the school (regular teacher), he needs to start writing lesson notes

Conclusion

Write a conclusion of your report/experience

Requirements for examination clearance

This is usually done ONE week or TWO before exams begins and it requires the following printed materials:

- (1) a copy of your exam registration slip with a clear passport photograph.
- (2) a copy of your remita receipts & tellers used to fund your eWallet for the current semester.
- (3) a copy of your portal eWallet history not older than two weeks.

Note: you're required to go with your ID card on your examination days.

Physical Examination Guidelines and Regulations

Examination constitutes a very important aspect of the University's activities. The University wishes to state categorically that the conduct of its examinations is taken seriously. Therefore, the University will not condone any form of examination misconduct. Students are advised to abide by the following rules and guidelines:

1. A student's matriculation number serves as his/her examination number. Only Matriculates will be allowed to sit for examinations. A student must write his/her

matriculation number on his/her answer booklet before commencing answering the questions.

2. Students should normally write examinations at their designated centres.
3. Students must bring to the examination hall their writing materials and any other material, which may be permitted by the University for a particular examination. These materials must have been listed as essential for certain question(s).
4. Students arriving an hour after the commencement of an examination shall be allowed to sit for the examination only at the discretion of the Supervisor. Such a student will not be allowed extra time.
5. Once a student is admitted into the examination hall, he/she may not leave the hall until he/she has finished with the examination. If for any cogent reason the student must leave the Hall, he/she must do so with the permission of the Supervisor.
6. A student must be accompanied by an invigilator if permitted to leave the examination hall temporarily (e.g. visiting the restroom, etc.)
7. No answer booklets other than those supplied by the University are allowed in the examination hall. All rough works must be done in the supplied answer booklets and crossed out neatly. All supplementary answer sheets/booklets must be tied/attached to the Main answer booklet.
8. Silence must be observed in the examination hall. Any student requiring the attention of the invigilator should raise his/her hand.
9. Any activity or behaviour which may be construed as examination misconduct or malpractice (e.g. cheating etc.) shall be liable to discipline in accordance with the university's rules and regulations governing examination as contained in the Students' Handbook.

10. Communication between students is strictly forbidden during examinations. Any student found receiving or giving assistance would be sanctioned. Such a student may be required to withdraw from the examination and subsequently made to face the university examination malpractice panel.
11. Students are not permitted to smoke, or sing, or pray aloud, or engage in any activity that may distract others in the examination halls.
12. Bags and briefcases are not allowed in examination halls. The University will not be liable for any loss or damage of a student's personal effects/property.
13. Unauthorized materials (such as textbooks, course materials, notebooks, sheets/scraps of papers), in printed or electronic form, are not allowed in examination halls.
14. Pagers and mobile phones are not permitted at all in examination halls.
15. Students must observe the Supervisor's instructions regarding the commencement and end of an examination. Students who start writing before being told to do so, or who continue writing after being asked to stop would be sanctioned.

Requests are initiated at <https://dea.nou.edu.ng/>

Policies For Virtual/On-Demand Examination In National Open University Of Nigeria

1. A student must apply for examinations by completing the electronic application form for on-demand Virtual Examinations.

2. The student should have dully registered to take the examinations.
3. The student must sign the undertaking on the virtual examination on-demand application form that he/she is computer literate enough to do virtual examinations.
4. The student must have interacted with his/her Course Material for a minimum of 8 weeks from the date of course registration.
5. The student must have completed Tutor-Marked Assignments [TMAs] 1-3 for all courses that he or she is demanding to be examined on.
6. There must be a "Proctor" to supervise the exams wherever the student is taking the examinations.
7. The Directorate of Examinations and Assessment will determine the date and mode of the examinations.
8. The Head of Department (HOD) must have provided Test Items for the courses to be examined.
9. All other rules and regulations approved by the University Senate for the conduct of examinations must be adhered to. (Check the ending of the video for more)

After placing the request for the exams you'd receive an email that contains your password. You can then use the password to login to the <https://deavirtual.nou.edu.ng/> or just follow the link sent to you in the email.

Timetable will be available at <https://dea.nou.edu.ng/node/276819>

Causes of Missing Results

Your results goes to Germany 🤖 if:

- 1) you scored above normal: any total score between 95% and 100% goes missing 🤖

2) you paid for course materials (aka. Course registration) but didn't pay the examination fee (the Bursar/accountant isn't supposed to clear you for examinations in the first place)

3) you took examination at a different study centre without getting approval for change of study centre.

Remarking of Examination Scripts & Re-computation of results

You may also request for your script to be remarked if you have strong reasons to do so. The provisions of this policy can be found on “Policy of Re-Marking of Students’ Examination Scripts and Recomputation of Results” For instance, if you who wish to request for the re-marking of your script(s), you must appeal within 30 days from the date of publication of the results. There is a fee per course for this service. You should familiarise yourself with the procedures before making requests for the remarking of their scripts.

(i) Appeal against examination results should be done within 30 days from the date of publication of the results;

(ii) All applications for re-marking should be addressed to the Registrar through the Study Centre Directors and a copy forwarded to the Dean in the School concerned;

(iii) Applicants must submit the necessary application form at the relevant Study Centre. Students must ensure that the course(s) code(s) title(s) are correct when completing the form;

(iv) A non-refundable fee of N10, 000.00 is charged per course for the re-marking of scripts. The said amount should be paid to a bank account designated for the purpose.

NOTE: Students should note that the evidence of payment of the fees must be attached to a completed application form. Also payments without application forms would not be processed.

- (v) A receipt must be issued as proof of payment for the service;
- (vi) Study Centre Directors should, in all cases, ensure and supervise that payment for applications are received, receipts are issued and that all the applications are recorded;
- (vii) Study Centre Directors are required to forward all applications to the Registrar electronically within 3 days of receipt of the application form. The e-mail address is academicoffice@noun.edu.ng;
- (viii) the decision to remark is a prerogative of the School Examinations Committee. Remarking shall be completed within two weeks. The new score awarded shall be approved by the Dean on behalf of the School's Academic Board;
- (ix) if a student decides to withdraw his/her appeal before it is considered by the Committee, a notice of withdrawal shall be done in writing to make it valid;
- (x) The School Board shall communicate its decisions to the Senate within a period of 14 days for ratification.

[_NOUN Examination Policy 2018-2023_](#)

How to know your semester GPA (single semester)

How to know your overall progress or regress at the end of each semester.

None can calculate your GPA without your Credit units for the registered courses. So your COURSE REGISTRATION slip for that semester contains the credit units for these courses that you now have the results.

WRONG CREDIT UNITS results to WRONG GPA.

The five grading system/scale

A - 5 points

B - 4 points

C - 3 points

D - 2 points

E - 1 point

So if you offered;

GST101 - 2 credit units

MTH102 - 3 credit units

And you scored

GST101 - A

MTH102 - C

Your Grade Point (GP) for;

GST101 is:

A = 5 points x 2 credit units = 10 points.

MTH102 is

C = 3 points x 3 credit units = 9 points

Now for **Grade Point Average (GPA)**

10 + 9 points = 19 points *(For the two courses you offered)*

2 + 3 credit units = 5 credit units *(For the two courses you offered)*

GPA = 19/5

= **3.8**

GPA of 3.8 means **Second class upper** in NOUN or 2:1

CLASSES OF DEGREE

4.50 - 5.00	-	-	1st Class Honours
3.50 - 4.49	-	-	2nd Class Upper
2.40 - 3.49	-	-	2nd Class Lower
1.50 - 2.39	-	-	3rd Class

Anything lower - no certificate

Remember course grades:

A - 70-100

B - 60-69

C - 50-59

D - 45-49

E - 40-44

F - 0-39

Low GPA?

If you're trying to quit or cry because your GPA is less than 1.5 this semester, don't.

All you have to do is try harder to cover up in future semesters.

If you had 1.2 GPA in first semester and 2.1 in second semester then you're back on track because your CGPA will be:

1.2 + 2.1 divided by 2 semesters

=1.65 CGPA which is 3rd Class of Degree

Portal analysis

Savings is your ability to use money NOT by keeping it in the bank account.

Here's the video demo:

And now you've started wasting your money on someone telling you:

- a. How many carryovers left.
- b. How many unregistered courses left.
- c. What your CGPA is?

It's clear that students that request such services are those that have lost track of their academic progress. You're supposed to keep records from your first level.

Your next semester registerable courses

This might be very helpful for fees calculations. I already discussed it in my YouTube video.

To view your Courses with credit units

Follow the link below:

<http://nou.edu.ng/registerableadmin>

To view you Courses without credit units

Follow the link below

<http://nou.edu.ng/registerable2>

CHAPTER TWO

Carryover in NOUN

Carryover results from three things;

(1) you submitted TMA and/or took examination but failed.

(2) you registered the courses but couldn't take their TMA and/or Exam

(3) you took part in all assessments but your results went to Germany (missing). 🤖

NT = No TMA

NE= No Exams

The only one that might have negative effect on your CGPA is the first option IF policy changes but ordinarily there's no effect as is in conventional universities.

Never forget, Carryover doesn't necessarily mean failure in NOUN.

What are the causes of CARRYOVER in NOUN?

Carryover results from three things;

(1) you submitted TMA and/or took examination but failed.

(2) you registered the courses but couldn't take their TMA and/or Exam

(3) you took part in all assessments but your results went to Germany (missing). 🤖

NT = No TMA

NE= No Exams

The only one that might have negative effect on your CGPA is the first option IF policy changes but ordinarily there's no effect as is in conventional universities.

Never forget, Carryover doesn't necessarily mean failure in NOUN.

IS.

How to report a course that doesn't have textbook/learning material

If you have any questions regarding the e-Courseware library please contact the Head web unit by emailing:

gegenti@noun.edu.ng

Note: Only emails with respect to e-Courseware issues are allowed here and not general Enquiries.

The subject of the email should be **"e-Courseware"**.

Difference between past TMA & past questions (100-200L)

This is for new students 100 - 200Level (first and second year students).

If you bought an E-exam past question from someone or you just downloaded it from somewhere and it doesn't have the following features then it's not past question but past TMA.

FBQ

MCQ

FBQ are subjective questions, they have blank spaces to be filled. Acronym is Fill in the Blank Questions

MCQ are objective questions, they have options A-D to choose from.

What you should see inside a real E-exam past questions.

FBQ 1

FBQ 2

FBQ 3

FBQ 4

FBQ 5

MCQ 1

MCQ 2

MCQ 3

MCQ 4




MCQ 5

NATIONAL OPEN UNIVERSITY OF NIGERIA (NOUN)

Each question is preceded with either FBQ or MCQ.

If you didn't see either, then you're busy reading past TMA. Not terrible anyway better than nothing.

Meanwhile TMA had always been different from exams in NOUN.

Open your eyes   

Just know the difference

Areas of coverage for your examinations

None will officially tell you; however, you should cover the first three and the last chapters or modules of your textbook/learning material. And never ignore combining past questions from different semesters, they help a lot even if there's no repeated questions.

The DOs And DON'Ts in your academic pursuit

Don't pay the ₦18,000 compulsory semester Registration fee if you don't have enough money to register some courses and for exams otherwise the money would be wasted.

Don't do any Registration at all if you wish to skip a semester.

Don't ignore checking your TMA scores if you didn't submit by yourself because the person submitting for you might omit yours or just some questions. 🤖♂

Are you afraid of failing or not enough to make a complete registration?

Then please skip the semester!

Skipping a semester or two has zero effect on your studies in NOUN.

Every Undergraduate Student has up to 8 years to complete their studies and graduate with a clean certificate. While post-graduates have 4 years...

If you're not ready for the semester, don't register, the most important thing is good grades for your Exams. Focus on that.

And there's no special way to tell the school that you want to skip a semester, just come back even after two years and continue from where you left.

Read your FACULTY HANDBOOK for information like this and more.

Examination TIPS

1. If you relocated to a new town, you could change your study centre to the one nearest to you at the beginning of a semester to avoid missing results.
2. Punishment for malpractice is missing out on two semesters, so make sure your case it doesn't reach headquarters if at all accused. 🙏
3. You can defer your exams before it begins, if you're not ready to sit for exams this semester. Why?

Well, if you don't defer your exams and you didn't sit for it, that's carryover and you'll have to rewrite it after payment for exams Registration.

But if you defer your exams, no more Course and exam registrations whenever you want to sit for the exams. And deferment request for exams at your study centre is FREE.

Negative balance: If you still have negative balance without valid proof of fees payment, you may not be cleared to sit for exams.

Exam slip: You could get your exams slip stamped one week before exam and even on your first day of examination... hopefully there would always be network coverage.

E-exam/CBT students (100-200L): I advise you to read multiple past questions (may not be repeated but it helps to channel your mind toward the topics of discussion) and keep track of your academic progress by recording your scores timely and working towards further improvements.

PoP students: please gather as many past questions as you could, read all of them and filter the repeated Questions per course...solve them and you'll stand a chance to make at least "C" without malpractice.

You'll likely loose any amount you pay for upgrade, you may try it but - NEVER FORGET THIS RISK.

And, you cannot report someone to have scammed you on that one because both of you are criminals of same feather. 🙄

Be careful whom you deal with. Thank you!

A task for you

Before you graduate from NOUN I want you to be competent enough with the following technological gateways?

- (1) WhatsApp
- (2) Email
- (3) YouTube
- (4) Cloud storage (Google drive, OneDrive etc)
- (5) WPS Office (E-books reader)

If you've graduated from NOUN but can't use those effectively then you need to spend next holiday in my house. 🤪

How to perfectly organize your studies documents

If you've not bought the ₦50 brown envelop or folder, please buy one or more today and do a proper documentation!

What are the documents to be put in the envelop or folder?

1. Copies of all the certificates you used during admission processes.
2. Copies of all payments receipts made during admission processes.

3. Copies of all school fees receipts, courses and exams registrations, your RESULT; stapled together semester by semester.

Notes:

a. Any serious student can do this - Calculation of your GPA won't be difficult and your final year clearance would be smooth.

b. This documentation could also be done on your computer or phone electronically.

Importance of GOOD SCORE ON YOUR TMA

If you read through my conversation with one of my clients on her last semester results, you'd understand why it's important NOT TO LOSE a mark on your Tutor Marked Assignments (TMA).

She has a job that doesn't allow her to read then she had to pay me to submit her TMAs...

Did you know that if you scored 30% in your TMA, then only thing left is for you to try and make 10% or 20% out of the remaining 70% to pass 🙄♂

Why would you mess around with such opportunity to pass?

In your exams hall, you're not allowed to get help but on your TMA - **it's just assignment, and as such anyone can help you pass well.**

For improved readings, you get the TMA files that contains both Questions and answers...

Did you know that while you're submitting, you're unconsciously reading your books? 🤖

If you've the time to submit by yourself, then go for it, don't call it suffering, you're already preparing for exams while doing so.

Nonetheless, I'll support you whichever way you want on your TMAs.

CHAPTER THREE

Change of course

At the beginning of every semester, a list of courses you are required to take for that semester are uploaded into your portal for registration.

These are a combination of compulsory and elective courses. You are not allowed to change any of the compulsory courses.

However, you can substitute an elective course for another one within the same semester under the guidance of your study centre counselor or Desk Officer.

Note that this must be done before the registration portal closes for that semester, otherwise, your name will not be captured for the examination registration.

Change of programme/course

Do this at the beginning of the semester. And, make sure you're qualified for admission into that new programme.

You were given admission into one Programme you asked for but now you want to change to a different programme perhaps due to some difficulties you've encountered.

However, before you do, take these questions to the counselor at your study centre;

(1) Will change of Programme force you to start from first semester year one of the new Programme?

(2) Is there a minimal GPA required for this migration?

Then ask yourself;

(1) How am I sure that the new Programme would benefit me more in future?

(2) Can I really make it to graduate from the new Programme?

(3) Have I seen the course outline of the new Programme and fully decided to change?

(4) Am I changing the programme because someone advised or that's what I really want?

Solve these Senior TMA questions before you proceed and good luck!

Kindly follow the steps below if you need to change your programme.

(1) Download pdf form for change of program

(2) Generate ₦5000 remita from remita.net

(3) Pay in the nearest bank

(4) Fill the form and submit to the study center along with the Remita print out from bank, and other necessary credentials such as Admission letter, SSCE/NECO/NABTEB result, Birth certificate and any other certificate for the re-admission to the study center.

<https://nou.edu.ng/announcements/procedure-change-program>

How Change of Programme is Processed

1. Students are allowed to apply for change of programme not less than 10 weeks to the commencement of examinations.

2. Students should obtain Change of Programme forms from the study centre after payment of a **₦5,000.00** fee, fill and return to the Study Centre attaching credentials and evidence of payment.

You'll still pay the fee even if you've printed and filled it earlier.

3. The reason(s) for the Change of Programme should be stated and the form should be signed by the Study Centre Director. **(E.g No course materials or textbooks, more carryover than passes etc)**

4. The Faculties will treat the applications **within one week** of receipt and send them to the Academic office **(an e-mail is automatically generated by the system directly to the student informing him or her on the decision of the Faculty).**

5. The Academic Office will dispatch letters to Faculty, ICT, Study Centre Directors and the students concerned **within 48 hours.**

Change of Study Centre

Are you changing your location before examination period? Make 3 copies of the following and walk into your study centre for the application form:

1) Previous Courses registration slip with clearance stamp

2) Your E-wallet statement

When successfully, you'd be given an NOUN envelope containing your transfer documents which you'd take to your new study centre for other proceedings.

General procedures

1. Students are allowed to apply for change of programme not less than 10 weeks to the commencement of examinations.

2. The reason(s) for the Change of Programme/Centre should be stated and the form should be signed by the Study Centre Director. (E.g No course materials or textbooks, more carryover than passes etc)

3. The Faculties will treat the applications within one week of receipt and send them to the Academic office (an e-mail is automatically generated by the system directly to the student informing him or her on the decision of the Faculty).

4. The Academic Office will dispatch letters to Faculty, ICT, Study Centre Directors and the students concerned within 48 hours.

Five years programmes in NOUN

Masters and PGD takes 12 months to 2 years while there are five years and four years First Degree Programmes. The following are the only five years programmes NOUN currently offer:

B. Agriculture, Aquaculture, Fisheries Management, Agricultural Extension and Rural Development, Animal Science and Fisheries, & Crop and Soil Sciences - FOAg:

Four (4) years for direct entry candidates and five (5) years for students who came in from 100 levels.

student must earn a minimum of 167 credit units for the five-year programme and 132 credit units for the four-year (direct entry) programme in agriculture and related fields

B.Sc. Environmental Management and Toxicology - FOS:

The Bachelor of science BSc. (Hons) in Environmental Science and Resource Management was one of the university's pioneer programmes that started in 2003. However, this four-year programme was phased out in June 2017 and has been replaced with B.Sc. Environmental Management and Toxicology, a five-year programme.

Bachelor of Nursing Science-FOHS:

BNSc Degree programme runs for 10 semesters or five (5) years.

Minimum of 148 credit units including the 12 units of University electives.

A - 70 - 100% - CGPA 4.51 – 5.00 Pass with distinction

B - 60 - 69% - CGPA 3.51 – 4.50 Pass with Credit

C - 50 - 59% - CGPA 2.50 – 3.50 Pass

There might be No certificate if CGPA is below 2.5

Bachelor of Laws (LL.B)-FOL:

Law programme duration is five (5) years.

Students must have 202 credit units except for direct entry students must have 195 Credit Units.

A student of average intelligence, who is diligent in his studies, is expected to complete the law programme leading to the award of the degree of Bachelor of Laws (LL.B) in five (5) years. An extension may be allowed but not beyond eight (8) years.

Note: It must all end within 8 years with higher credit units requirements. READ YOUR FACULTY HANDBOOK!

How to correct your name or birthdate

Kindly follow due processes. Either your name was misspelled or birthdate wrongly selected, do the following before your final semester in school to ensure it's corrected before you graduate: In some cases newspaper publication may not be required, so ask your Faculty Desk Officer before proceeding:

1. Get an affidavit for correction of name at the court in your closest LGA headquarters.
2. Contact vanguard or any other national newspaper publishers. For vanguard send an email to advertproduction@yahoo.com or gbenga.adebaye@vanguardngr.com just to notify them on what you want to do.

3. You'd be asked to pay ~~₦~~3,000 or ~~₦~~4,000 max.
4. Send your proof of payment and a scanned copy of the affidavit to an email address that they recommend.
5. You'd be told on which day to check out for your publication. Buy the newspaper for the day even 2 copies after you've seen your name in the list.
6. Take the page in the newspaper where your name appeared along with your admission letter and last course registration slip to your study centre IT Officer and submit them.

For the date of birth, only an affidavit is required.

End of programme clearance (final year)

1. Your full name **MUST** appear on the school Graduation list
2. All graduands from inception are required to complete the **Graduate Exit Survey** which can be accessed at <http://researchandadvancement.nouedu.net/content/graduate-exit-survey>.
3. **Please print a copy of the acknowledgment slip** and submit as part of clearance requirement for certificate collection.
4. Make three (3) printed copies of filled Noun clearance form.
5. All evidences of correct registration of Courses and Exams (such as Course and Exam Registration slips or complete E-Wallet) must be provided by you.
6. If you can't find evidence of payment of the above then you need to pay the total sum of N25,000 (SIWES or I.T and Project fee)
7. Ensure you make 3 copies of all payment receipts.
8. Any Graduating student with a Negative balance in the portal will not be allowed to do the clearance exercise without paying the accruals
9. All Graduating students must Pay CONVOCATION and REGISTRATION FEE of 15,000 within the stipulated time. If you return the convocation gown in good condition, you will get a refund of 5,000 in your bank account.

10. The CONVOCATION and REGISTRATION FEE of 15,000 must be paid via the official REMITA website only

11. Before you can be fully cleared, you must pay for graduation Gown – ₦15,000.

Bursary Clearance Procedure and Requirements

These are the requirements for Noun bursary clearance exercise for final year students. It can only be done after a student must have been cleared for graduation and/or convocation but before the NOUN certificate collection:

1. Proof of payment (Remita receipts for each payment in your e-wallet statement)
2. Course Registration slips
3. Exam Registration slips
4. Comprehensive E-wallet statement
5. Evidence of payment of a fee of **Fifteen Thousand (₦15,000.00)** via remita for the use of Academic gowns and Convocation Register.

Note: The Above documents should be arranged in the order listed above, semester by semester.

Convocation fee payment procedure

1. Go to remita.net
2. Search for National Open University and you should see **NATIONAL OPEN UNIVERSITY - 051702400100**
3. Click or touch on **NATIONAL OPEN UNIVERSITY – 051702400100** and the form below will be displayed, fill and submit.
4. In the **Name of service/purpose** box, choose **Academic Gown Rentals**
5. In the **Description box**, type: **2022 Convocation Academic gown rental**

NATIONAL OPEN UNIVERSITY OF NIGERIA (NOUN)

login.remita.net/remita/onepage/NOUN/biller.spa

NATIONAL OPEN UNIVERSITY -
051702400100

Name of service/purpose *

Academic Gown Rentals

GIFMIS CODE (If unknown contact the MDA)

Description *

2022 Convocation Academic gown rental

Amount To Pay (₦) *

₦ 15,000.00

Select currency *

NGN - Nigerian Naira

Payer's name *

Emmanuel Ifebuchekwu

Payer Phone *

+2348031123098

Payer Email *

imanuel7x7@gmail.com

Confirm Email *

imanuel7x7@gmail.com

CHAPTER FOUR

Academic calendar

The Academic calendar has dates for every NOUN activities. Don't be pushed around like a sheep while you were born a lion.

To download a copy of current NOUN academic calendar:

1. Visit our official website at <https://nou.edu.ng>
2. Open the menu entitled "**Study With Us**"
3. Open the submenu entitled "**Academic Calendar**"
4. The calendar would be displayed already; copy it or scroll down and download the PDF version at the bottom of the tabulated calendar.

Why not use it and know when to expect:

RESULTS

REGISTRATIONS

TMA's

EXAMINATIONS

CONVOCATION

etc

If you don't know when to expect these, you'll always read BREAKING NEWS! And say YES! This guy is NOUN father 🤪

No be village JuJu be that? 🤪

Be an active student not a passive one.

Faculty Handbook

Do you have your handbook? It's free. Here are some questions that new students do ask?

1. How many credit units are required for me to graduate?
2. What are the registerable courses for my programme from first to final year?
3. What are the credit units for all your written courses?
4. Are you currently on first class, second class upper or second class lower?
5. How can you know your GPA every semester?
6. You know your FACULTY but which department is your programme in NOUN?
7. Who's your Dean of studies?
8. How many programmes does NOUN offer in your FACULTY?
9. Who are the Accountant, Desk officer, IT officer, counselor and Director of a study centre?
10. How many years does Masters programme take?

The accurate answers to above questions and more are contained in what we call Faculty Handbook. These Faculty Handbooks are available at your study centres and electronically at <http://nou.edu.ng> -> Faculties -> Choose your faculty ->About the Faculty -> Download Handbook

Kindly follow the link above, choose the one for your faculty by simply touching the PDF file in front of the faculty name.

I expect everyone to spend some time reading the contents in order to help them UNDERSTAND NOUN.

Further clarifications about NOUN

Number of semesters:

NOUN runs two semesters like conventional universities; however, it could also run THREE semesters if there was obstruction that caused a semester to be omitted like COVID.

Gaining Admission in second semester instead of first:

NOUN offers admission TWICE yearly or every semester... whereas conventional universities offers admission once. That's why NOUN also has graduates every semester. The school is at second semester while you're at your first semester - it doesn't matter.

What happens to my wallet balance?

Any money in your wallet will NEVER get lost, in fact, you can save your NEXT SEMESTER school fees in your wallet however it's important that during your last semester in school, you calculate your fees and fund your wallet such your ewallet balance is exactly equal to the cost of registrations. That's to have ZERO balance.

Further clarifications about Study Centres

Study centre is a place set up for physical contacts between staff and students of NOUN - a campus of NOUN.

It's setup for some activities that students cannot undertake from their homes or workplaces. For instance;

You can apply for admission online and eventually get your Admission letter immediately but you're not a NOUN student until you go to a chosen study centre where the documents you submitted online are verified and matric number given to you afterwards.

You can take/Submit all assignments (TMA) from home or office but you must go to the study centre for exams where you'd be invigilated if you didn't enroll for Virtual/On-Demand Examination.

Students could make one or more mistakes while doing some things at home; like forgetting their passwords and couldn't retrieve it through their emails, they'd have to go for resolution at their study centres.

So generally, Study Centres were setup as branches/campuses of National Open University of Nigeria.

Any problem that couldn't be resolved at study centre level would require going to the headquarters for final resolution.

NOUN currently has 107 Study Centres nationwide. Follow the link below to find current list of study centres spread across the country. Always choose the one closest to you if you're studying within Nigeria.

https://www.admissions.nouonline.net/noun_stcs.php

Official websites

Touch to open any of the websites

a. For Virtual Exams Request/Registration: <https://dea.nou.edu.ng/>

(For complaints/enquiries: ondemand@noun.edu.ng)

b. For Virtual Exams: <https://deavirtual.nou.edu.ng/>

(For complaints/enquiries: ondemand@noun.edu.ng)

c. For Admission, Payments and Registrations: <http://nouonline.net/>

(For complaints/enquiries: noumis@noun.edu.ng)

d. For General Information: <https://nou.edu.ng/>

(For complaints/enquiries: centralinfo@noun.edu.ng)

e. For Virtual Learning: <https://elearn.nouedu2.net/>

(For complaints/enquiries: lcms@noun.edu.ng)

f. For your IT/Project: <https://mylearningspace.nouedu2.net/>

(For complaints/enquiries: lcms@noun.edu.ng)

CHAPTER FIVE (FAQs)

How much does Admission form cost?

The cost of admission form is ₦5,000 for undergraduate, ₦7,500 for Post graduate and ₦10,000 for PHD.

How long will it take me to complete my programme?

Masters and PGD takes 12 months to 2 years while there are five years and four years First Degree Programmes. The following are the only five years programmes NOUN currently offer:

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Note: It must all end within 8 years with higher credit units requirements. READ YOUR FACULTY HANDBOOK!

How will the students be taught?

NOUN will deliver instructions through the following:

- i. Printed Materials
- ii. Audio/Video resources
- iii. Radio and Television broadcasts
- iv. CD-ROMS; and
- v. Internet (Where appropriate)

How do I apply for a programme in NOUN?

You may proceed with your application for any programme. Kindly use a valid email address on your application form. It'd be very useful when you start making payments. If you contract someone to apply on your behalf, don't allow them to use their email address.

It's free and easy to create an email account.

To Apply

15. Visit the site <https://www.admissions.nouonline.net/>
16. On the Home Page, go to the Menu Bar, Click or touch on **Apply**
17. Select either **Undergraduate Programme** or **Postgraduate Programme** or Other.
18. Go to "**Choose a Faculty**" (note it can be found at the left-hand side of the screen on desktop view or top of page on mobile)
19. Scroll and Choose a **Programme** listed from the chosen faculty.
20. Select Entry **Level** and Click or touch **submit**
21. You'd be presented with entry requirements, Scroll down and Click or touch on **Apply** if qualified
22. Fill displayed form with personal details and NIN
23. Click or touch "**Apply**" to proceed.
24. Make note of the **UNIQUE ID** displayed
25. Click or touch '**Continue**' button
26. Select **Bank Branch** as payment type
27. Click or touch "**Pay**"
28. Copy and take your RRR number to any bank branch for payment.

After payment for the form

Note: O-Level English and Mathematics are compulsory for all programmes.

To check your payment if it didn't reflect, proceed as follows:

1. Go back to <http://nouonline.net/> and Click or touch "**Check RRR**"
2. Enter your RRR
3. Select Payment Category
4. Submit

How do I submit GST302 Business plan?

A step by step video guide is available in the link below:

<https://youtu.be/UGGhIxVr9hU?viewas=subscriber?subconfirmation=1>

(1) Login to your e-LEARN portal at: <https://elearn.nouedu2.net>

(2) Click or touch on **GST 302 Business Creation and Growth**

(3) Open all the links in the sections or **Tick all the boxes** for each section as part of participation. Read briefly.

(4) Scroll down to **Submission of Enterprise Ideas**

(5) Click or touch on the link for your **Incubation centre**, e.g. those in Lagos or Ibadan are in the Southwest incubation centre, those in Enugu or Anambra are in the Southeast incubation centre.

(6) Scroll down to Click or touch on **Add Submission**

(7) Scroll down and Click or touch on **Add file** icon. First icon in the file selection section.

(8) A file selection box will open, Click or touch on **Choose file**

(9) select your business plan from the location you saved it.

(10) In the save as box, I advise you should type your matric number so that it'd be saved as nou12344678.pdf or nou12345678.doc...

(11) Click or touch on **Upload This File** and it'd be uploaded.

(12) Finally, you'll see **Save changes** Click or touch on it to complete submission.

(13) You can immediately **book your presentation date, time and mode...**

Any other thing not included here could be found in the video tutorial above that teaches all of the steps during live upload of a student's business plan.

How do I process my TP/IT/SIWES/Seminar?

Most details about these should be gotten from your Faculty Desk Officer. If you've registered for an IT/SIWES course, Teaching Practice, or Seminar this semester then take your registration slip to your Faculty Desk Officer for proper guidance on what to do next.

The video below will guide you to do all necessary online activities for your IT/SIWES.

It's when you have done the following:

(1) Registered on the portal <https://nouonline.net>
<https://youtu.be/vfj2xTDfHJ0?viewas=subscriber?subconfirmation=1>)

and the DEAGS portal <https://elearn.nouedu2.net> (Video demo:
<https://youtube.com/watch?v=1sL49C1V0?viewas=subscriber?subconfirmation=1>)

(2) Funded your wallet for the semester and courses registrations (Video demo: Video demo: <https://youtu.be/Cp3fpd3MNq0?viewas=subscriber?subconfirmation=1>)

(3) Done with 18k semester registration (Video demo: <https://youtu.be/U5HQtf0d7G0?viewas=subscriber?subconfirmation=1>)

(4) Registered your courses and printed the slip (Video demo: <https://youtu.be/dGHXhah-Q?viewas=subscriber?subconfirmation=1>)

(5) Registered your courses for exam and printed the slip as well. (Video demo: <https://youtu.be/U5HQtf0d7G0?viewas=subscriber?subconfirmation=1>)

Done.

You're fully registered for the semester.

As new prospective student, can I get Matric Number online?

Yes. In your admission letter, a list of documents are required for verification/screening.

You could either submit documents online for verification. After successful screening/verification, you'd be issued a Matriculation Number (Matric Number) that usually have the 12 digits format: NOU210123452

How many credit units is required for me to graduate?

Generally, PGD & Masters requires a minimum of 35 core courses credit units and at least one (1) elective every semester. PhD requires 23 units.

Kindly follow the link below to watch the video for details of how respective fees are calculated.

<https://youtu.be/UV40dZjY2vg?viewas=subscriber?subconfirmation=1>

For Undergraduates/First Degree Programmes: The answer to this question isn't simple, just as it's 120 for some programmes 100L, it's 167 for some others the same 100L - same

with Direct entry. Join your departmental social media group or Check in your Faculty Handbook for accurate information on your specific programme.

How do NOUN administer examinations?

There are three means of examinations in NOUN:

a. CBT or E-examination: This is an examination conducted and supervised at the study centre for 100L and 200L students. Computers are networked on LAN that enables the results to be collated in a central database within the centre and later sent to headquarters for final compilation. Participating students do see the result of each course immediately after submission. It comprises of Objectives (Multiple choice answers) and Subjectives (Fill in the blanks questions).

b. PoP (Pen on Paper) examination: This examination is hand-written using our traditional pen on paper. Students write on paper using pen/biro. It's totally offline examination. This is available for conduct and supervision at the study centres for 300L students and above.

c. Virtual/On-Demand examination: This is an examination written under the supervision of a Proctor, taken at a quiet location - even at your backyard for all study levels. This is also an electronic form of examination and the newest form that allow every student from every office, home or calm environment to take their examinations with the help of computer cameras and software.

Any student taking the Virtual examination would be dealing with the headquarters directly in cases of complaints.

What are the requirements for Project Proposal?

Submit three copies of the following to your Faculty Desk Officer:

- a. The three Proposed topics
- b. Current Course(s) Registration slip where the project course appeared

c. Your E-wallet statement

Project Fees

1. Undergraduates	-	-	₦15,000.00
2. Post-Graduate Diploma	-		₦25,000.00
3. Masters	-	-	₦40,000.00

It's simple to register: Go to Registration menu > projects.

Appropriate Colour For Project Cover

To all final year students that have collected their project work for possible correction/amendment where applicable as specified by external supervisors and hard cover binding after moderation and defense exercise.

Below are the appropriate colours for Project Cover across various Department/Faculties.

(i) Faculty of Agricultural Sciences

- Undergraduate -> Pink
- Postgraduate -> Navy Blue
- Masters -> Black

(ii) Faculty of Art

- Undergraduate -> Carton Colour
- Postgraduate -> Navy Blue
- Masters -> Black

(iii) Faculty of Education

- Undergraduate -> Purple
- Postgraduate -> Navy Blue
- Masters -> Black

(iv) Faculty of Health Sciences

- Undergraduate -> Ox Blood
- Postgraduate -> Navy Blue
- Masters -> Black

(v) Faculty of Management Sciences

- Undergraduate -> Army Green
- Postgraduate -> Navy Blue
- Masters -> Black

(vi) Faculty of Law

- Undergraduate -> Black
- Postgraduate -> Navy Blue
- Masters -> Black

(vii) Faculty of Sciences

- Undergraduate -> Light Blue
- Postgraduate -> Navy Blue
- Masters -> Black

(viii) Faculty of Social Sciences

- Undergraduate -> Orange colour
- Postgraduate -> Navy Blue
- Masters -> Black

NOTE:

All students are to produce four copies of hard cover bounded project work to be distributed as follows:

1. Study Centre - 2 copies
2. Project Supervisor 1 copy
3. Student - - 1 copy

For confirmation, your Faculty Desk Officer knows the appropriate colours.

Where can I download the Faculty Handbook?

Please follow this link: <https://nou.edu.ng/handbooks>

How do I correct a wrongly registered course?

Some of you lament on registering courses they would like to keep aside until sometime in future or someone mistakenly registered a course for you from upcoming semester and you're not ready to sit for the exam.

Drop the course It's FREE!

One week to end of registrations you should take your ID card to your study centre and request that such course or courses be dropped and all payment for that course will return to your wallet balance.

How can I register for NYSC EXCLUSION LETTER?

1. Visit <http://portal.nysc.org.ng>
2. Scroll to the bottom of the page, Click or touch "**Check Senate List or its equivalents**" (<http://portal.nysc.org.ng/nysc4/VerifySenateLists.aspx>) to confirm your details
3. Return to Homepage <http://portal.nysc.org.ng>
4. Click or touch on '**Mobilization Batch**'
5. Click or touch on '**Fresh Registration**' which will redirect you to the next page (Initiate account Creation)
6. Fill in the required details and Click or touch on '**Continue**'
7. Verify your email address by 'Click or touching on the URL in your email to confirm and continue with your NYSC account creation/registration

8. Fill in the required details, (Please select Part-Time to ignore JAMB Regularization No.), then Click or touch on '**Submit and Continue**'.

9. You will be redirected to the Payment Page (choose your preferred payment options)

10. Proceed to make Payment. (payment is usually less than N3000 naira, excluding cybercafé charges)

11. Check your NYSC portal dashboard to know if it is available for immediate printing or check after some days for printing.

References

NOUN students/faculty handbooks

<https://nou.edu.ng/handbooks> accessed December, 2021

NOUN official websites and experiences