RE-OPENING ARRANGEMENTS FOR FIRST SEMESTER
2016/2017 ACADEMIC YEAR

1. Re-opening date for all continuing students (This includes all Continuing Cohort II students) - Friday, 23rd September, 2016
2. Registration of courses (all continuing students) - 26th - 30th September, 2016
3. Re-opening date for fresh students - Friday, 30th September, 2016
4. Lectures begin (all Continuing Students) - Monday, 3rd October, 2016
5. Orientation for fresh students - 3rd - 7th October, 2016
6. Registration of courses (fresh students) - 3rd – 14th October, 2016
7. Lectures begin for fresh students - Monday, 10th October, 2016

PROCEDURE FOR SEMESTER COURSE REGISTRATION

1. Pay the approved fee at the appropriate bank stated in the fees schedule or in your admission letter.
2. Submit a copy of the pay-in-slip at the Cash Office for official Polytechnic receipt
3. Visit the Polytechnic ICT centre or any internet café to register for the semester via [www.portal.hopoly.edu.gh](http://www.portal.hopoly.edu.gh)
4. Enter your USERNAME and PASSWORD
5. Click on registration and select the exact courses for the Semester
6. Click on submit if courses selected are correct
7. Print a copy of the registration form
8. Submit a copy of the printed registration form to your Head of Department.

REGISTRAR

DATE OF ISSUE: 14TH SEPTEMBER, 2016