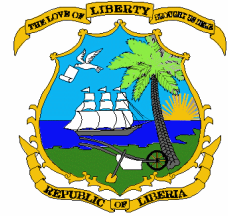




LOFA COUNTY UNIVERSITY

Voinjama City, Lofa County
Republic of Liberia
West Africa



OFFICE OF THE REGISTRAR

March 3, 2025

REGISTRATION PROCEDURES for Academic 2024/2025 Semester II

1. Pickup admission package from the Lofa County University Admissions' Office for processing (**new students only**);
2. Upon completion of the package processing, submit same to the Admissions' Office and receive your letter of admission (**new students only**);
3. Receive your (**white plan**) control sheet from Finance Office to plan your courses (**All students**);
4. Plan your courses; go to your Department to seek advice and obtain an advisor's Signature (**All students**);
5. All advisors are asked to **request** for student grade sheet before he/she signs (old students)
6. Proceed to the Admissions' Office window/desk to enter your courses and obtain a final copy of your semester control sheet (**All students**);
7. Go back to your Department for your advisor's signature (**All students**);
9. Go to Rural Bank; deposit fees to the Lofa County University account as indicated on the deposit slip and take the bank deposit slip back to the LCU Finance Officer for an official receipt;
10. Go to the Dean of Student Affairs to register your name and status (**All students**), and
11. With your approved control sheet, proceed to the Admission's Office with your current Grade sheet (**photo copy old students only**), Letter of readmissions (**Readmitted students**), letter of Admissions (**New students**) for signing, stamping and dropping of your final semester control sheet.