



Office of the Director of Admissions, Records & Registration

Stella Maris Polytechnic University
Catholic Archdiocese of Monrovia
St. Joseph Campus, Capitol Hill

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Email: admissionsdirector@smpeducation.com

STUDENT ADMISSION & REGISTRATION GUIDE

1. Admission for New Students

- Entrance Examination Fee: \$30 USD
- Special Entrance Exam Fee: \$100 USD

To be admitted, applicants must pass one or both subjects from the entrance examinations. Students who pass both or remedial in English or Math should proceed to the Cahier to purchase the Admissions form

- Students who pass both subjects must submit their required documents to the Admissions Office to obtain an admission letter.
- Students who pass only one subject must also submit their documents. They will be admitted on the condition that they retake the failed subject as a 'remedial course' during the academic year. These students are not allowed to carry more than 12 credit hours.
- Admission letters will be issued upon submission and review of documents.

Upon receiving your admission letter:

1. Meet with your academic supervisor for course guidance and planning.
2. Proceed to the Office of Student Affairs to obtain the Student Behaviour bond and the Student Handbook.
3. Review the academic bulletin and select your desired courses manually.
4. Log in to your student portal to plan your courses online.
5. Print two copies of your billing information from the portal.
6. Present the billing copies to the Finance Office to receive a deposit slip.

2. (Re-admission)

- Students who stay away for one semester will have to do Re-Admissions.
- Student should write an official letter why they stay away
- Students should pay \$10 USD for Re-admission.
- Proceed to the Finance Office with your library clearance slip.
- If your previous semester's fees are cleared, obtain financial clearance.
- Request a deposit slip from the Finance Office and pay your current semester's fees.

3. Bank Payment Instructions

- Teachers' College & Agriculture College – International Bank (IB)
- Business College & Technical College – EcoBank

After payment:

1. Present your deposit slip to the Finance Office to receive an official receipt.
2. After 24 hours, log in to your student portal to confirm your payment.
3. Select your academic session online.
4. Proceed to the Finance Office with your receipt to print your Registration Completion Form and receive a student copy of your receipt.
5. Submit the Registration Completion Form to the Admissions Office.

4. Contact Information

- Finance Office:
 - Miss Edwina Cole (Deputy Director of Finance): +231770737643 / +231886849657
 - Miss. Munah D. Toe (Student Scholarship Officer): +231775471900
- Admissions Office:
 - Mrs Duwelee G. Early (Director of Admissions) +231770583787/ 886583787
 - Mrs Ellen Morris (Assistant Director of Admissions) 0886517789 / 0776713789

5. Installment & Payment Policy

New Students Registration Fee: \$140 USD

- New Students' Registration Package (includes registration, T-shirt, and caps): *Full payment required.*
- Re-admitted Students Registration Fee: \$110 USD. *Full payment required. (Note: Re-admitted students who have missed 3 semesters or more will have to buy the \$140 USD package of a T-shirt and Cap)*
- Laboratory Fee: \$50 USD per lab. *Full payment required.*

Note: Tuition fees can be paid in two installments – 80% and 20% upfront.

- Minimum 80% of tuition must be paid to complete registration, while the remaining 20% to be paid before mid-term.

• Tuition Rates Per Credit Hour:

- Business & Teachers' Colleges: \$20 USD per credit
- Agriculture & Technical Colleges: \$25 USD per credit
- Mother Patern College of Health Sciences: \$25 USD per credit

Graduate School Admission

- Registration Fee (Old & New Students): \$125 USD
- Entrance Exam Fee: \$100 USD
- Tuition: \$100 USD per credit hour

Contacts for Graduate School Admission

- Emmanuel S. Siafa (Executive Assistant): +231770180776
- Mrs Jovell Banwon (Office Assistant): +231775080295

Important Information

Classes begin in **September** and **February**

- 1st semester Registration: **August**
- 2nd Semester Registration: **January**

Re- Admission: **July & December**