



MOUNTCREST
UNIVERSITY • COLLEGE

STUDENT'S GUIDE

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FOUNDER'S MESSAGE

Kwaku Ansa-Asare, Esq.

I have the greatest pleasure and honour to welcome you to MountCrest University College (MCU).

The vision of MCU is “to become a world-class teaching and research university, educating for life and addressing the challenges facing contemporary society” Its mission is “to train and prepare a new generation of graduates in body, mind and spirit, for the transformation of society”.

In achieving our vision and mission, therefore, we intend to remain an institution of excellence by providing cutting edge research, relevant teaching and learning and proactive extension activities. Consequently, MountCrest University College will continue to be an institution of first choice for both staff and students.

We are glad you have accepted to join the MountCrest family. We look forward to having you and sharing many enjoyable memories with you.

RECTOR'S MESSAGE

Irene Ansa-Asare

On behalf of management, faculty, and staff, we welcome you to MountCrest University College as you begin your journey to higher education, conceived with the intent of developing graduates who will light the paths they choose to walk on because we believe that education brings illumination to students and helps them make better choices for themselves and the society at large.

This is inherent in our motto “ut vitam habeant” which translates to “that they may have life”, because a small ray of light travels fast and far. I urge you to be students with a total outlook and bear a vision which will make you a guiding light to all around you.

On our part we will strive to uphold the mission and vision with which we started MountCrest. We wish you an enjoyable student life and stay at MountCrest.

REGISTRAR'S MESSAGE

Ama Aboagyewaa Akor

Congratulations on accepting and making a positive choice to join the MountCrest family. I would like to take this opportunity to extend a warm welcome to you.

Our highly committed and amiable staff will ensure that your student experience at MountCrest would be memorable, rewarding and fulfilling. Our administrative and faculty members are committed to guiding and working with you as you progress along your academic and student life with your professional and social goals in mind.

We look forward to working with you. Do make sure to enjoy the responsibilities and privileges of being a university student. We wish you a rewarding and successful journey with us.

Once again welcome to the MountCrest family.

STUDENT SUPPORT

Contacts

Email:

studentsupport@mountcrestuniversity.edu.gh

Telephone:

030 226 3202, 030 293 7219

WhatsApp:

055 781 3306

Office Location:

First Floor adjacent Hencil Chambers , Close to the IT office.

Monday - Friday

8:00 am - 5:00 pm

Mode of Communication

MountCrest University maintains communication with the student body via email, phone and social media channels such as “Slack App”.

Students are advised to regularly check their emails. Fresh students will be sent an invitation email link to join their respective cohort on the “Slack App”.

After a successful admission, each student will be assigned an MCU email. This email is required to access or register onto key platforms that enhance your study at MountCrest.

All enquires can be sent through

studentsupport@mountcrestuniversity.edu.gh

Registrar’s email:

registrar@mountcrestuniversity.edu.gh

Finance-related enquiries:

accounts@mountcrestuniversity.edu.gh

IT Support:

itsupport@mountcrestuniversity.edu.gh

SRC:

src@mountcrestuniversity.edu.gh

Forward your account related enquires to

accounts@mountcrestuniversity.edu.gh

or call 030 226 3202 to speak to account.

ACADEMIC RESOURCES

MountCrest provides the following resources and platforms to ensure your stay here is worthwhile.

[Perlego.com](#)

An online library that provides academic literature across disciplines. You will need your MountCrest email and a token to setup your account. These will be provided by student support to you.

[Judy.legal](#)

You will need your MountCrest email to setup an account with Judy legal. This enables you to access law case.

[Mountcrestonline.com](#)

This online platform for all your lecture notes and slides. You will receive your username and password from student support office via email, Slack App or sms.

LECTURES

Lectures will be held mostly on campus in one of our six lecture rooms.

Venues will be communicated with you mostly through your elected course representative or the timetable. MountCrest makes provision for a hybrid system where lecturers can decide to move your lectures online. This decision is solely the lecturers and administration to make.

Locations:

Lecture Room 1 & 2 - Second Floor Main Building

Lecture Room 3 & 4 - First Floor Main Building

Lecture Room 6 & 7 - Sam Akor Block (Across the street)

USING MOUNTCRESTONLINE.COM

1. Navigate via browser to [mountcrestonline.com](#)
2. Click login at the top right corner
3. Enter your username and password as provided by the student support office.
4. On first login you will be prompted to change your password.

USING MOUNTCRESTONLINE.COM

1. Navigate via browser to [mountcrestuniversity.edu.gh/webmail](#)
2. Enter your student email and password to access your inbox.

Alternatively, you can setup on your mobile devices using Gmail, Outlook, or Yahoo mail app.

Using IMAP/ POP3 Protocol

Username: mountcrest email

Password: Use the email account's password.

Incoming Server: mail.mountcrestuniversity.edu.gh

IMAP Port: 993 POP3 Port: 995

Outgoing Server: mail.mountcrestuniversity.edu.gh

SMTP Port: 465

IMAP, POP3, and SMTP require authentication.

CREATING PERLEGO ACCOUNT

1. Navigate via browser to www.perlego.com/group-register?orgt1=Cpd7Lnwze4Zka28no3U75w==
2. Enter registration code provide by student support and check “*I accept perlego’s Terms and Conditions and Privacy Policy*”
3. Click on create your account to begin account creation.

In the email input field you will be required to enter your student email which will be of the form xxxxxxxx@mountcrestuniversity.edu.gh

CREATING JUDY.LEGAL ACCOUNT

1. Navigate via browser to Creating Judy.legal Account www.judy.legal/account/register?org=mount-crest-university-college
2. *Click student the start registering.*
3. Ensure you choose MountCrest University as your institution.

LIBRARIES & READING ROOM

There is a lending library and reference library on campus. The lending library lends out books to the student and academic staff whiles only references can be at the reference library.

Locate the lending library on the first, close to the IT office and the reference library at the top floor. Locate the reading room on the second floor right ontop of the lending library.

You need to provide a valid *photo ID* to borrow a book form the lending library.

REGISTRATION GUIDELINES

The following guidelines shall apply to and govern the registration of students;

- i. Before the commencement of the Academic Year, the University College requires all fresh students to go through a process of registration and orientation. The details and timelines for the exercise are communicated through admission letters and Academic Calendars to Fresh Students.
- ii. Continuing Students shall have their registration details and timelines communicated through the Academic Calendars.
- iii. Students shall be required to pay all approved fees based on selected schedules on or before registration.
- iv. Registration shall be done online via register.mountcrestuniversity.edu.gh. Students will use User ID (Index No.) and Pin Number provided by the institution each semester to register.
- v. A specified period shall be set aside for registration beyond which no registration shall be allowed.
- vi. A student who fails to register during the specified registration period shall (shall not be considered a bona fide student of MCU).
- vii. Each student is responsible for ensuring that they have properly registered for all required courses every semester for the programme being offered. For the avoidance of doubt, it is emphasized that, registration is essential for obtaining a grade. No student shall receive a grade for any course/courses for which they are not properly registered, even though the student may have attended classes and a grade is reported to the University Registrar.
- viii. The courses available for students will usually be indicated on the lecture timetables before the commencement of the semester.
- ix. Where applicable/necessary, candidates shall have up to 3 weeks (21 days) from the commencement of the semester within which to ADD or DROP courses.

LECTURE ATTENDANCE REGULATIONS

- i. Students are expected to attend all lectures and other related scheduled activities in the course of the semester.
- ii. Students are expected to satisfy at least/minimum of 75% attendance for each course.
- iii. Course lecturers are expected to keep student attendance records with the assistance of the course representatives. Attendance sheets shall be supplied by the officers of MCU.
- iv. Public holidays shall be observed accordingly.

ELIGIBILITY FOR EXAMINATIONS

- i. A student shall attend all lectures, tutorials, seminars and practicals, and undertake all other activities and assignments specific to each course as approved by the University College. This must also be in conformity to regulations as stated under Lecture Attendance.
- ii. Each School/Faculty/Department shall, with the approval of the Academic Board, determine the requirements and content for the courses they offer. A student who does not fulfil the requirements for any course shall not be allowed to take the examination for that course.
- iii. A student who is absent for a cumulative period of 25% from all lecture related activities as indicated in (i) shall be deemed to have deferred the course. Such a student shall not be eligible to sit the end-of-semester examination.
- iv. A student shall be deemed to have registered for semester examinations if;
 - they have registered for the course at the beginning of the semester during the stipulated period.
 - they have met the requirements for eligibility for Examinations.
 - they have made all required fee payments as determined by their preferred/chosen fee schedule.
- v. Examination attendance sheets shall contain the names and index numbers of all registered students for that particular course. Signing the examination attendance sheets shall be the requisite/sole indication of proof that a student has written the examination.
- vi. Examination Attendance Sheets shall be signed thirty (30) minutes into the examination.
- vii. Students who have not registered and/or whose names do not appear in the examination attendance sheet shall not be allowed into the venue for the end-of-semester examination for that particular course.
- viii. The names of all registered students shall be posted on the Notice Board for examination by students and each student is responsible for alerting the Registry of any anomalies or omissions.
- ix. Students who are duly registered for a course but fail to take the end-of-semester examination without notifying their respective Deans shall be deemed to have absented themselves from the examination of that particular course and shall be given the appropriate grade **(INC)**.

SEMESTER EXAMINATIONS

- i. Each course, with the exception of a project work/long essay, shall normally be completed in one semester.
- ii. A final (end-of-semester) examination shall normally be required as a part of every course. An examination schedule showing time and place of examination for each course shall be published each semester.
- iii. The marks obtained in the end-of-semester examination shall normally constitute 70% of the grade for the course while continuous assessment scores normally constitute the remaining 30%, except for practicals or other courses which are assessed entirely by continuous assessment.
- iv. Time allotted to examination papers shall be as follows:
 - 1 Credit Course - 1 hour
 - 2 Credit Course - 2 hours
 - 3 or 4 Credit Course - 2 to 3 hours

REGULATIONS FOR THE CONDUCT OF UNIVERSITY EXAMINATIONS

ALL Students are advised to take note of the **REGULATIONS** guiding the conduct of University College Examinations. Students are required to inform themselves of the following, taking note particularly of item 17.

1. Examination Time tables shall be posted on School/Faculty and Student Notice Boards and it is the responsibility of Candidates to consult these Notice Boards for details of their Departments concerned, unless otherwise stated. The University College reserves the right, where circumstances so demand to make changes in the Time Tables. All affected Candidates shall be informed, accordingly.
2. All Candidates shall report at the Examination Hall not earlier than **THIRTY (30) MINUTES** before the start of the Examination. Candidates shall occupy the places assigned to them as indicated by their Index Numbers or any form of identification arranged for the purposes of the Examinations.
3. Candidates are to have in their possession their Identity and Examination Cards and shall show these to the Invigilators before entering the Examination Hall.
4. No Candidate shall be allowed to leave the Examination Hall until after **THIRTY MINUTES** after the commencement of the Examination.
5. Any Candidate who enters the Examination Hall within **THIRTY MINUTES** from the start of a Paper shall report to the Invigilator before being checked in.
6. No Candidate shall be allowed to leave the Examination Hall within the last **THIRTY MINUTES** of the Examination.
7. Candidates are not permitted to start the Examination until the Invigilator instructs them to do so. Writing on Answer Booklets prior to the start of the Examination shall constitute a breach of Examination Regulations and the appropriate sanction applied.
8. Unless specifically authorized by the Examiner, no Candidate shall take into an Examination Hall or have in his/her possession during an Examination, any of the following:

Notes; Textbooks; Prepared Materials; Hats, Bags, Pencil Cases; Mobile Phones; Programmable Calculators; Palm-top Computers; Scanners; Radios; and, any unauthorized Electronic Gadgets, etc.

Invigilators have the authority to **CONFISCATE** such material and/or items and have them **DESTROYED**. The affected Candidates shall be reported to the Faculty/School Examination Officer/Registrar in writing as being in breach of Examination Regulations and the appropriate sanctions applied.
9. Candidates shall use their Index Numbers throughout the Examination. Under no circumstance should candidates use their names during Examinations. Failure to do so shall render the student's Answer Booklet/supplementary sheet invalid.
10. Candidates may leave the Examination Hall temporarily only with the expressed permission of the Invigilator and shall be under escort. The Invigilator reserves the right to take every necessary precaution, including physical search on the Candidate, before he/she is allowed to leave or return to the Examination Hall. The maximum time a Candidate shall be allowed such leave shall be at the discretion of the Invigilator.
11. No Candidate shall pass Notes or seek any other information or make any form of solicitation from other Candidates during the period of the Examination. Such form of solicitation shall be taken to be a breach of Examination Regulations and the Candidate involved shall be sanctioned, accordingly. For purposes of

these Regulations, the Following shall apply:

- i. a Candidate may attract the attention of the Invigilator by raising a hand;
 - ii. a candidate shall not pass or attempt to pass any information or instrument to another Candidate during Examination;
 - iii. a Candidate shall not copy or attempt to copy from another candidate;
 - iv. a Candidate shall not leave his/her answers in such a manner that another Candidate may be able to read; and,
 - v. a Candidate shall not in any way disturb or distract other Candidates during Examination.
12. No candidate shall take away any **USED** or **UNUSED** Answer Booklet; Supplementary Sheet; Scannable Forms or any material supplied for the purposes of the Examination.
13. Plagiarism in any form is a serious offence punishable by dismissal from the University College. Candidates are advised to credit any material used in their work that has been derived from another source. When in doubt, Candidates are advised to consult their Supervisors and/or Heads of Department.
14. Any candidate who finishes an Examination ahead of the stipulated **TIME** may leave the Examination Hall after handing over his/her Answer Book(s) to the Invigilator. Such Candidates(s) shall not be allowed to return to the Examination Hall.
15. Smoking or Eating is not permitted in the Examination Hall. Any violation shall be treated as a breach of Examination Regulations.
16. A Candidate shall have himself/herself to blame in the event of violation of any of the said Regulations for the Conduct of University College Examinations. It is the responsibility of the Candidate to inform him/herself of these Regulations at all times. Ignorance of these Regulations shall not be considered as a mitigating factor in the event of any breach of a said Regulation. Infringement of any of these Regulations by an Examination Candidate shall constitute **MISCONDUCT** - and shall attract anyone and/or more of the following sanctions:
- i. Rustication from the University College for Stated Period;
 - ii. Reprimand;
 - iii. Warning;
 - iv. With-holding of Results for a period;
 - v. Suspension from the University; and,
 - v. Dismissal
17. Students, both males and females, are entreated to dress decently to the examination Hall. The University Administration is concerned about the indecent dressing of students and every effort would be made to correct it. Any candidate who does not dress decently would be refused entry into the Examination Hall.

