

MAKERERE

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OFFICE OF THE ACADEMIC REGISTRAR

31st August, 2017

To: All Students,
Makerere University

SUBJECT: REGISTRATION FOR SEMESTER ONE, 2017/2018 ACADEMIC YEAR

(a) First Years

Every new student admitted to a programme of study of Makerere University was issued a provisional admission letter with fees structure for payment of requisite fees.

This will enable privately sponsored first year students pay 60% tuition and all functional fees before issuance of original admission letters which should be collected from the respective Colleges/Schools.

For a candidate to qualify to be a bonafide student of the University, he/she **MUST** be registered. Registration is a mandatory requirement of the University which must be done within the first three (3) weeks from the beginning of the semester. Failure to do so will automatically lead to your place being forfeited to another candidate. Get the Registration Programmes and bio-data forms/Registration forms from your respective Colleges/Schools.

Ensure that you complete all the required registration formalities within the prescribed time as per the Fees Payment Policy.

Registration Requirements

For registration purposes all first year students **MUST** produce their **Original** documents as indicated on their admission letters and Freshers' Joining Instructions.

(b) Continuing Students

Every continuing student is expected to pay fees due on the first day of the semester. However, in the event that the student is unable to pay full fees on the first day of the semester, he/she shall pay a commitment fee of Ug.Shs.200,000/= which shall form part of fees due for the semester and registers.

The **Cycle** for online registration for the Academic year 2017/2018, Semester One has been opened for all continuing students. The system cycle will be open for three weeks and the deadline for registration will be Friday 22nd September, 2017.

Once registered each student is enabled to print the financial statement which shall be used as evidence of payment of fees.

Students who belong to the under listed categories are advised to contact their College/School Registrars before they can register.

- (i) Retakes Cases
- (ii) Stay Put Cases
- (iii) Withdrawal cases
- (iv) Audited Courses
- (v) Extension Cases

NB: Any student who fails to register in the stipulated time shall be charged a late registration fee or deregistered as provided by the Fees Payment Policy.

- (c) **In case of any problem**, consult your College/School Registrars. College Accountants are responsible for providing the financial status to all students and generating lists of paid up students to the Deans. They will also clear paid up students to be issued the examination permits before sitting University examinations.


Charles Ssentongo,

AG. ACADEMIC REGISTRAR

- c.c
- Vice Chancellor
 - Deputy Vice Chancellor (AA)
 - Deputy Vice Chancellor (F&A)
 - University Secretary
 - University Bursar
 - Director, Planning and Development
 - Principals/Deans
 - Deputy Registrars
 - College/School Registrars
 - Guild President