

**TO:** All Students  
Makerere University

**SUBJECT: DEADLINE FOR REGISTRATION AND PAYMENT OF UNIVERSITY FEES**

**DATE:** 27<sup>th</sup> September, 2010

The Officials of Academic Registrar's Department will in the next two weeks register all students. I wish therefore to inform all students who are not registered that the deadline for registration for Semester One 2010/2011 academic year is Friday 8<sup>th</sup> October 2010.

First year students should report to the registration centers established at the Faculties/Schools/Institutes.

Continuing students should ensure that they register online only after payment of University dues. Instructions for online registration for Semester One 2010/2011 have been published on the Notice Boards and on the University website.

Any student who will not have registered by the set deadline will not be allowed to use University facilities. First year students who are not registered will have their admission to the University revoked.

Records show that some continuing students did not finalize registration exercise last academic year. Any student who did not register last academic year will be required to pay a surcharge of Shs.50,000/= (fifty thousand) to regularize his/her registration.

### **Fees Defaulters**

Records also indicate that last academic year some continuing students defaulted on fees payment or committed fraudulent acts with regard to fees payment. It has been decided that such students must clear all the outstanding fees plus a surcharge of Shs.50,000/= (fifty thousand) before they register for Semester One, 2010/2011. The outstanding University fees should be paid within the next two weeks or such students will face disciplinary procedures which include deregistration and dismissal from the University.

All lecturers have been instructed to ensure that only registered and paid up students attend lectures and do course work/tests and examinations after the 8<sup>th</sup> of October 2010.

### **Partial payment**

Privately sponsored students who cannot pay or raise enough money for a full Semester can choose a few courses they can afford to pay for and get registered. The minimum course load under this arrangement should be 60% of the total Credit Units for Semester One.

**In case of any problem**, consult your Faculty, School, Institute or College Registrar. Faculty Accountants are responsible for providing the financial status to all students and generating lists of paid up students to the Deans/Directors. They will also issue the examination permits to all paid up students at the time of examinations

Alfred Masikye Namoah,  
**ACADEMIC REGISTRAR**

c.c:   The Ag. Vice-Chancellor  
          The Ag. Deputy Vice Chancellor (Academic Affairs)  
          The Deans and Directors  
          The Registrars, Faculty/School/Institute  
          The Guild President  
          The Dean of Students  
          The University Bursar  
          All Notice Boards