

MAKERERE

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OFFICE OF THE ACADEMIC REGISTRAR

10th February, 2015

To All Students,
Makerere
University

Re: REMINDER - REGISTRATION FOR SEMESTER TWO, 2014/2015 ACADEMIC YEAR

As you are aware, the University Council at its 132nd meeting agreed that registration should be delinked from payment of fees and that all students (government and privately) sponsored should register in the first two (2) weeks of each semester.

This is, therefore, to remind the students' community that Management agreed that registration for Semester 1I, 2014/2015 Academic year which officially started on Monday 9th February, 2015 at the respective Colleges/Schools, will end on 20th February, 2015. The Fees Policy clearly states that all students should have paid 100% tuition and **all** functional fees by the end of the 6th week of the Semester. Since tuition and other University fees are due on the first day of the Semester, students are encouraged to pay their fees from the first day of opening. However, Students who may not have paid fees should go ahead to register and be invoiced.

Failure to register by 20th February 2015, will attract a sur-charge of **50,000/= (Fifty thousand shillings only)**.

The **Cycle** for online registration is open for all students including first years. You can register from any computer where there is internet connectivity, and the Makerere Intranet.

This registration is for subjects/courses being offered this semester for your respective programmes. Once registered students are required to print a proof of registration and move with it in order to attend classes.

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

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



(v) Extension Cases

College Registrars should provide students with guidelines/Instructions for registration and handle all registration related matters

NOTE: (i) The cycle for online registration will be closed on Friday 20th February 2015 at 5.00 p.m.

(ii) No student will be allowed to register for this semester beyond 20th February, 2015 and students who will not have registered by this date will not be considered to be University students.



Alfred Masikye Namoah
ACADEMIC REGISTRAR

c.c Vice Chancellor
Deputy Vice Chancellor (AA) .
Deputy Vice Chancellor (F&A)
University Secretary
Ag. Bursar
Principals
Deputy Registrars
College Registrars
Head MURSU
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