

MAKERERE

P.O. BOX 7062 Kampala Uganda

Cables: "MAKUNIKA"

website: www.makerere.ac.ug



UNIVERSITY

Tel: +256 41 533332/533258

Fax: +256 41 4534125/4541771

E-mail: ar@acadreg.mak.ac.ug

OFFICE OF THE ACADEMIC REGISTRAR

24th August, 2015

To: All Students,
Makerere University

SUBJECT: REGISTRATION FOR SEMESTER ONE, 2015/2016 ACADEMIC YEAR

(a) First Years

Please note the following:

- (1) The Provisional admission letters are being issued at the respective Colleges/Schools up to Friday 28th August, 2015.
- (2) The Orientation Programme will take place on Thursday 27th August, 2015 from 9.00 – 12.30 p.m and 2.00 – 5.00 p.m. at the Freedom Square and the Colleges/Schools respectively.
- (3) All privately sponsored first year students should pay 60% tuition and all functional fees before issuance of original admission letters which will be collected at the respective Colleges/Schools from Friday 28th August, 2015.
- (4) This is to inform you that 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 Two (2) 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.
- (5) Change of Programme/Subjects forms will be issued and received back from Monday 24th to Friday 28th August, 2015 in the Undergraduate Admissions Office, Level 3, Senate Building.

- (6) Admission letters for students admitted under the District Quota Scheme will be issued at the respective Colleges/Schools from Thursday 27th August, 2015.

Registration will commence on Monday 31st August, 2015 at your respective Colleges/Schools and will end on 11th September, 2015. 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

To enable University functions run normally, all students **MUST** register within the first two (2) weeks irrespective of whether they have paid fees or not.

The **Cycle** for online registration for the Academic year 2015/2016, Semester One has been opened for all continuing students. The system cycle will be open for two weeks and the deadline for registration will be Friday 11th September, 2015.

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 College/School Registrars before they can register.

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

- (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.

All privately sponsored students should pay 100% fees (tuition and functional fees) by the end of the sixth (6th) week.

Any student, who will not have registered and paid all University dues by Friday 2nd October, 2015 will not be allowed to use University facilities.



Alfred Masikye Namoah
ACADEMIC REGISTRAR

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