

**MAKERERE UNIVERSITY**  
**ACADEMIC REGISTRAR'S DEPARTMENT**  
**FRESHERS ORIENTATION 2019/2020 ACADEMIC YEAR**

**Circular to All First Year Students**

First Year students (Freshers) are by tradition given an "acclimatization" period of normally one week which is referred to as the "Orientation Week". The Freshers report on Campus one week earlier than the Continuing students and during this week they are introduced to the key facilities in the University as well as other important aspects of life at the University.

**Schedule of Semesters for Academic Year 2019/2020**

**Orientation Week:**

Getting used to a new place can be pretty daunting, but that is what orientation week is all about; getting to know your surroundings, meeting students and staff members. This makes you feel comfortable enough to hit the ground running when the semester starts. It is a great chance for you to familiarize yourself with the University.

Saturday 3<sup>rd</sup> August, 2019 to Friday 9<sup>th</sup> August, 2019 (7 Days) – Orientation Week

**Semester One**

Saturday 10<sup>th</sup> August, 2019 to Saturday 7<sup>th</sup> December, 2019 (17 Weeks)

**Semester One Vacation**

Saturday 7<sup>th</sup> December, 2019 to Friday 17<sup>th</sup> January, 2020 (7 Weeks)

**Semester Two**

Saturday 18<sup>th</sup> January, 2020 to Saturday 16<sup>th</sup> May, 2020 (17 Weeks)

**Semester Two Vacation**

Saturday 16<sup>th</sup> May, 2020 to Saturday 25<sup>th</sup> July, 2020 (10 Weeks)

During this week, arrangements are made to enable the Freshers meet and be addressed by Key Officers, Wardens and Student Leaders who welcome the students centrally and at their respective Colleges and Schools.

Arrangements are also made to enable the Freshers acquaint themselves with such key facilities at the University like the Library, University Hospital, Games and Recreation Facilities etc. Freshers are expected to take advantage of the week to survey and acquaint themselves with the general Campus lay out. Another major activity during the Orientation Week is Registration.

All Freshers must ensure that they are registered first centrally and then with each of their respective Colleges/Schools/Departments/Halls/University Hospital.

## ORIENTATION EVENTS

### Saturday 3<sup>rd</sup> August, 2019

Resident Freshers report to their respective Halls of residence or private Hostels by 5.00 p.m. It is the responsibility of each student to make his/her own travel arrangements to the University or private hostel.

### Monday 5<sup>th</sup> August, 2019

All Freshers shall report to the Freedom Square for a meeting with the University officials at 9.00 a.m. The Freedom square is the open ground in front of the main Administration Building where official functions of the University are normally performed. Freshers are expected to be seated by 9.00 a.m.

### Registration

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 by every student. Privately sponsored students will pick their original admission letters after payment of 60% tuition and all functional fees from their respective colleges.

Registration will commence **on Tuesday 6<sup>th</sup> August, 2019** starting at 9.00 a.m. each day.

Ensure that you complete all the required registration formalities within the prescribed time in order to avoid disappointments later.

### Registration Requirements

For registration purposes, all first year students **MUST** produce their original documents. Government sponsored students shall pay the following fees to Makerere University Fees Collection Accounts:

a)	University Rules Booklet	-	Shs.2,645/=
b)	Undergraduate Gown	-	Shs.21,160/=
c)	Identity Card	-	Shs.45,000/=
d)	Guild Subscription fee (Per Year)	-	Shs.13,225/=
e)	Endowment fee (Per Year)	-	Shs.13,225/=
f)	Senior Common Room fee (Per Year)	-	Shs.6,613/=
g)	Sports Contribution fee (Per Year)	-	Shs.19,838/=
h)	Medical fee (Per Year)	-	Shs.57,500/=
	<b>Total</b>	-	<b>Shs.179,206/=</b>



- N.B
- (i) The Fees Structure (bill) for either Government or Private is attached on your admission letter.
  - (ii) Total functional fees for Government and Privately Sponsored Students are 179,206/= and 860,955/= respectively for Ugandans and East Africans.
  - (iii) International students' functional fee is 1,516,253/=.
  - (iv) Students admitted to affiliated Institutions like Makerere University Business School (MUBS) and its Upcountry centers, Mulago Health Tutors College, Hospice Africa, Nsamizi Training School etc. are advised to pick their fees structure from the respective Colleges/Schools/Centres.

#### **Other Fees**

- a) **National Council for Higher Education fee (Per Year)-Shs.20,000/= (Payable to the National Council for Higher Education Account in Stanbic Bank )**
- b) **UNSA Subscription fee(per year)-Shs.2,000/=(payable to Stanbic Bank,City Branch,A/C 0140007248501)**

#### **Change of Programme/Subjects**

##### **(a) Change of Programme**

Since selection for specific programmes was made according to each candidate's performance and order of programme choices, taking into account the available subject combinations and time-table limitations, there is normally little need to change the programme or subjects. However, some places become vacant when some of the students admitted do not take up the offers. Such places are filled through the change of programme/subjects.

Change of programme will be online. Each student who may wish to change his/her programme/subject is required to pay an application fee of Shs.6,000/= plus the bank charges to Stanbic Bank, dfcu Bank, Post Bank, Centenary Bank, Post Bank and UBA Bank.

##### **(b) Change of Subjects**

Students in the College of Humanities and Social Sciences, Natural Sciences or the College of Education and External Studies may wish to change their subjects. Change of Subject will be done online on payment of Shs.6,000/=, to either Stanbic Bank, dfcu Bank, Post Bank, Centenary Bank and UBA Bank.

Students should be aware that changing one subject may result in a change of College. Before students apply to change their programmes, Colleges and Subjects, they are encouraged to seek advice on the cut-off point(s) for

programmes, requirements for specific subjects and possible subject combinations.

Students are notified and warned that changing a programme or transferring to another subject or College without proper authority will lead to discontinuation from the University.

A student who has been permitted to change his/her programme or subject(s) is issued with a letter stating so, and on receipt of such a letter that student should complete the ACCEPTANCE FORM and return a copy to the Undergraduate Admissions and Records Office (Room 303), the former and the new College/School and ICT Office (Level 6, Room 615) Senate Building.

The change of programme/subjects will be done online from Monday 15<sup>th</sup> July , 2019 to Friday 9<sup>th</sup> August, 2019 at Level 3 in the Internate café and Level 6 Room 612 Senate Building.

N.B: It is advisable that only those students who meet the cut-off points for the desired programmes may apply.



**Alfred Masikye-Namoah**  
**ACADEMIC REGISTRAR**

**29<sup>th</sup> June, 2019**