

# MAKERERE

P.O. Box 7062 Kampala Uganda  
Cables: "MAKUNIKA"  
Website: www.makerere.ac.ug



# UNIVERSITY

Tel: +256-414-533332/533258  
Fax: +256-414-4534125/4541771  
E-mail: ar@acadreg.mak.ac.ug

## OFFICE OF THE ACADEMIC REGISTRAR

7<sup>th</sup> January, 2021

To: All Students,  
Makerere University

**SUBJECT: REGISTRATION FOR SEMESTER ONE, 2020/2021  
ACADEMIC YEAR**

### (a) Introduction

Freshers' Orientation will commence on Saturday 30<sup>th</sup> January to Friday 5<sup>th</sup> February 2021. Semester One will commence on Saturday 6<sup>th</sup> February, 2021 to 8<sup>th</sup> May, 2021. However, this is tentative pending guidance from government on opening of schools and Universities.

### (b) 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 enables First Year privately sponsored students to pay at least 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 specified time at the beginning of the semester. Failure to do so will automatically lead to your place being forfeited to another candidate. Official Registration/Verification of documents will start from Tuesday 2<sup>nd</sup> February, 2021 to Friday 12<sup>th</sup> February, 2021 using the Academic Information Management Systems (AIMS) used by Makerere University.

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 for validation and verification purposes. At the end of the online registration exercise, new students will be required to submit 3 photocopies of their academic documents for record purposes.

### (c) Continuing Students

Continuing students will also use the Academic Information Management Systems (AIMS) for registration for Academic Year 2020/2021. Continuing students can register online by accessing the registration Menu in the Student Portal and selecting the first option labeled "Self Registration" and click the REGISTRATION NOW option.

The **Cycle** for online registration for the Academic year 2020/2021, Semester One has been opened for all continuing students. The system cycle will be open for three weeks from Monday 8<sup>th</sup> February to Friday 12<sup>th</sup> February, 2021.

### (c) PROCEDURE FOR ALL STUDENTS REGISTRATION ON AIMS

#### STEP 1: ACTIVATE YOUR STUDENT PORTAL ACCOUNT, ENROLL

- a. Access the Student Portal via <https://student.mak.ac.ug>
- b. Login using your student number printed on your admission letter as your username and password. The system will prompt you to enter your full name
- c. Enter your name as it appears on the admissions letter you received
- d. Confirm your program information
- e. Verify either your email address or telephone number or both. **NOTE: Please use your email and mobile number. All communications shall be sent to**
- f. The system will prompt you to change the password to the one you can remember
- g. Login into your account
- h. Confirm that information captured on the system is correct by clicking on button title 'CORRECT' and 'WRONG' where it is not accurate and provide the correct information and click 'SUBMIT'
- i. The Enrollment window will automatically pop up. Select the appropriate enrollment options.
  1. **NEW STUDENT (My First Semester) for all NEW STUDENTS**
  2. **Continuing Student (Not my first Semester) for all Continuing Students**
  3. **Completed with Retake. Choose this option if you completed your program duration but failed some papers and did not graduate**
- j. Select Study year and then click enroll

#### STEP 2: REGISTRATION OF COURSE UNITS

- a. Access Registration Section of the Student Portal, select option 2 of Module/Retake Registration
- b. Select the Course unit from the pool course units on the left following the timetabled course units and click the register module menu button. Registered Modules appear on the right

#### STEP 3. PAY FEES

- k. After enrollment two invoices will be generated. One for functional fees and one for tuition fees.
- l. Pay all the necessary fees per the fees policy before registration.



(d) 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

(e) **In case of any problem**, consult your College/School Registrar. 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.



**Alfred Masikye Namoah**  
**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