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THE OFFICE OF THE ACADEMIC REGISTRAR

21st August, 2024

To: All Students (Undergraduate and Graduate)
Makerere University

**SUBJECT: ENROLMENT AND REGISTRATION FOR SEMESTER ONE, 2024/2025
ACADEMIC YEAR**

(a) First Years

Every new student admitted to a programme of study of Makerere University for private sponsorship was issued a provisional admission letter with fees structure for payment of requisite fees.

This enables privately sponsored first year students pay at least 60% tuition and all functional fees before issuance of original admission letters which should be collected from the respective Colleges/Schools.

Government sponsored students were issued full admission letters.

For a candidate to qualify to be a bonafide student of the University, he/she **MUST enroll on the system** and 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 is ongoing using the Academic Information Management System (ACMIS).

Ensure that you complete all the required registration formalities starting with enrolment within the prescribed time as per the Fees Payment Policy and registration programmes provided by your respective Colleges. The system cycle will be closed on **18th October, 2024** being the deadline for normal registration..

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 enrolment and the online registration exercise, new students will be required to submit 3 photocopies of their academic documents which will be dully signed and stamped by their Registrars for record purposes.

(b) Continuing Students

Continuing students also use the Academic Information Management System (ACMIS) for enrolment and registration for Academic Year 2024/2025. Continuing students should enroll online by accessing the 'Enrolment Menu' in the Student Portal .Then click on 'Register' to put course units for this semester.

The **Cycle** for online registration for the Academic year 2024/2025, Semester One is open for all continuing students who have no previous fees debts. The system cycle will be closed on **18th October, 2024** for normal registration.

(c) Students who belong to the under listed categories are advised to contact their College/School Registrars before they can register.

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

N. B. Each student should pay National Council for Higher Education fee of 20,000/= per year and UNSA Subscription of 2,000/= per year before registration.

(d) In case of any problem, consult your College/School Registrar. College Accountants are responsible for providing the financial status to students and generating lists of paid up students to the Deans.

(d) Failure to enroll and register within the prescribed time will attract a sur-charge as per the policy.



Prof. Buyinza Mukadasi
ACADEMIC REGISTRAR

BM/SC/nmab

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