

MAKERERE

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OFFICE OF THE ACADEMIC REGISTRAR

1st August, 2019

To: All Students
Makerere University
Makerere University Business School
Health Tutors College – Mulago
Hospice Africa Makindye
Nsamizi Training Institute, Mpigi

RE: REGISTRATION FOR SEMESTER ONE, 2019/2020 ACADEMIC YEAR

This is to inform the Students Community that access for online registration for both First year and continuing students for Semester One 2019/2020 Academic year is open and will be closed on Friday 30th August, 2019.

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 in the first three weeks from the beginning of the Semester by every student. All students will use the Academic Information Management Systems (AIMS).

A. FIRST YEAR STUDENTS

1. First year students are expected to activate their STUDENT'S PORTAL in order to make payments and register. To do so access the portal using this link; <https://student.mak.ac.ug>.
For the very first time, your user ID is Student Number and your Password is your Student Number found on your admission letter. Then follow instructions to create your own password, login again to activate your Student's Portal to be able to make payments.
After payments as indicated on your Provisional admission letter, you will pick your full admission letter from your Registrar and be allowed to enroll on the system.
2. First year students will be required to submit all their original documents for verification purposes to the School/College Registrars.
3. After registration, all first year students will be required to present three sets of their academic documents and registration form to the registering officer who will endorse them and return one to the student.
4. At the time of receiving identity cards, students will present a copy of the registration form to the ID office.
5. Students should note that the University regulation does not allow one to register on more than one programme at the same time.

B. PROCEDURE FOR CONTINUING STUDENTS REGISTRATION ON AIMS

STEP 1: ACTIVATE YOUR STUDENT PORTAL ACCOUNT, ENROLL

- a. Access the Student Portal via <https://student.mak.ac.ug>
- b. The Enrollment window will automatically pop up. Select the appropriate enrollment options.
 - 1. **Continuing Student (Not my first Semester) for all Continuing Students**
 - 2. **Completed with Retake. Choose this option if you completed you program duration but failed some papers and did not graduate**
- c. 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

- a. After enrollment two invoices will be generated. One for functional fees and one for tuition fees.
- b. Pay all the necessary fees per the fees policy before registration
- c. 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
- d. **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 able to get their examination permits after payment of full fees.


Charles Ssentongo
AG. ACADEMIC REGISTRAR

- c.c. Vice Chancellor
- Deputy Vice Chancellor (AA)
- Deputy Vice Chancellor (F&A)
- University Secretary
- University Bursar
- Director, Planning and Development

- c.c. Principals/Deans
- Deputy Registrar
- College/School Registrar
- Guild President