

# MAKERERE

P.O. Box 7062, Kampala Uganda

Website: [www.mak.ac.ug](http://www.mak.ac.ug)

[www.ar.mak.ac.ug](http://www.ar.mak.ac.ug)



# UNIVERSITY

Tel: +256 - 414 - 532634

E-mail: [ar@mak.ac.ug](mailto:ar@mak.ac.ug)

Twitter: @MakerereAR

## THE OFFICE OF THE ACADEMIC REGISTRAR

### FRESHERS' ORIENTATION AND REGISTRATION FOR 2024/2025 ACADEMIC YEAR

#### To All First Year Students;

On behalf of Makerere University community, it brings me great joy to welcome you to Makerere University.

First Year students (Freshers) are by tradition given an "acclimatization" period of 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 2024/2025 Academic Year

##### 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, 2024 to Friday 9<sup>th</sup> August 2024 (7 Days) – Orientation Week

##### Semester One

Saturday 10<sup>th</sup> August, 2024 to Sunday 8<sup>th</sup> December, 2024 (17 Weeks)

##### Semester Two

Saturday 18<sup>th</sup> January, 2025 to Sunday 15<sup>th</sup> June, 2025 (17 Weeks)

During the Orientation week, arrangements are made to enable the Freshers meet and be addressed by Key Officers, Wardens and Student Leaders who welcome the students.

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 with their respective Colleges/Schools and then with each of their respective Departments/Halls.

## **ORIENTATION WEEK**

**Saturday 3<sup>rd</sup> August, 2024 - Friday 9<sup>th</sup> August, 2024**

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.

The Central orientation programme for all freshers will be conducted in the Freedom Square on Monday 5<sup>th</sup> August, 2024 starting at 8:00am and thereafter College orientation programmes will follow during the orientation week. College Principals and Registrars will issue the orientation programmes for their Colleges.

Lectures will begin on Monday 12<sup>th</sup> August, 2024.

### **Registration**

For a candidate to be considered 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 Monday 12<sup>th</sup> August, 2024** starting at 9.00 a.m. each day at the respective Schools.

Ensure that you complete all the required registration formalities within the prescribed time in order to avoid disappointments later. College/School Registrars will provide registration programmes.

### **Registration Requirements**

Admission to Makerere University is a provisional offer made on the basis of the statement of your qualifications as presented on your application form. The offer is subject to verification of your academic documents and payment of university fees.

For registration purposes, all first year students **MUST** produce their original documents for verification.

Government sponsored students shall pay **shs.181, 850/= functional fees** to Makerere University.

Full admission letters for government sponsored students should be picked from the respective Colleges/Schools beginning Monday 15<sup>th</sup> July, 2024.



10 JUL 2024

The fees structure for privately sponsored students is attached to their provisional admission letters that should be downloaded from their ACMIS Portal beginning Wednesday 17<sup>th</sup> July, 2024.

Fresher's joining instructions concerning reporting, fees payment, academic policies and any important information from the different university units can be viewed from the Academic Registrar's Department and University website [www.ar.mak.ac.ug](http://www.ar.mak.ac.ug) and [www.mak.ac.ug](http://www.mak.ac.ug) respectively.

All freshers **MUST** have laptop computers as one of the essential tools for study purposes for their programmes.

### **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.

Students who wish to change programmes first of all register according to the registration time-table for the programmes and subjects (where applicable) to which originally have been admitted.

#### **(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.

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.



10 JUL 2024

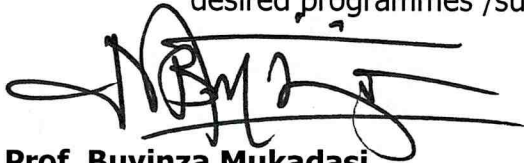
Change of programme/Subjects will be done online on payment of an application fee of Shs. Six thousand (6000/=) plus the bank charges to banks used by Uganda Revenue Authority (URA).

Students are notified and warned that change of programme or transferring to another subject or College without proper authority will be liable to discontinuation from the University.

A student who has been permitted to change his/her programme or subject(s) will be issued with a letter stating so, and on receipt of such a letter that student should complete the ACCEPTANCE part and return a copy of each to the Undergraduate Admissions and Records Office, the former College/School and the new College/School.

The change of programme/subjects will be done online from Monday 29<sup>th</sup> July, 2024 to Friday 9<sup>th</sup> August, 2024.

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



**Prof. Buyinza Mukadasi**  
**ACADEMIC REGISTRAR**

**Dated: 10<sup>th</sup> July, 2024**

**BM/SC/nmab**

**Cc: University Management**  
**Guild President**