

## OFFICE OF THE COLLEGE REGISTRAR

The Office of the College Registrar coordinates the academic and administrative programmes of the College of Humanities and Social Sciences.

The Office of the College Registrar provides the link and academic relationship between the student and the college administration from the time of enrollment to graduation and beyond.

The Office of the College Registrar maintains data on students in the areas of academic records, student status, registration, and enrollment statistics.

The Office of the College Registrar provides the **following services** to the **undergraduate and graduate students**:

- a) Issuing Admission letters of successful applicants
- b) Registration of all students
- c) Advice on withdraw from studies or extension
- d) Issue letters of withdraw
- e) Issue students identity cards
- f) Examination permits
- g) Financial statement
- h) Examination Results
- i) Testimonials
- j) Graduation list and information
- k) Updating student record
- l) Academic advise on course selection
- m) Information on academic and administrative matters

Registration:

- a) First Year Students

The first year students register from their respective Schools after fulfilling the requirements stipulated in the Admission Booklet the College comprises five (5) Schools namely:

- School of Social Sciences - SSS
- School of Women and Gender Studies - SWGS
- School of Liberal and Performing Arts - SLPA
- School of Languages, Literature and Communication – SLLC
- School of Psychology - SPSY



**b) Continuing students**

The continuing students register online.

For more information, please contact the Office of the College Registrar:

E-mail: [coll.registrar@chuss.mak.ac.ug](mailto:coll.registrar@chuss.mak.ac.ug)

