

MAKERERE

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OFFICE OF THE ACADEMIC REGISTRAR

20th February, 2019

To: All Students,
Makerere University

SUBJECT: REGISTRATION FOR SEMESTER TWO, 2018/2019 ACADEMIC YEAR

This is to inform the Students Community that access for online registration is open and you can register from any Computer where there is internet connectivity. The System Cycle will be open for three (3) weeks from 26th February to 15th March, 2019.

Note that this registration is for subjects/courses being offered this Semester for your respective programmes.

All students will use the Academic Information Management Systems (AIMS) for Semester two registration Academic Year 2018/2019. 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.

(c) 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 your 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

- d. After enrollment two invoices will be generated. One for functional fees and one for tuition fees.
- e. 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 able to get their the examination permits after payment of full fees.

(f) For additional support on using the AIMS system, please feel free to contact the DICTS help-desk via email (helpme@dicts.mak.ac.ug) and you will be supported.



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