



OFFICE OF THE ACADEMIC REGISTRAR

30th October, 2024

**TO: DEAN OF STUDENTS
GUILD PRESIDENT, SPEAKER, COURSE COORDINATORS,
STUDENT COMMUNITY**

FROM: ACADEMIC REGISTRAR

RE: STUDENT SERVICES ENGAGEMENTS WITH ADMINISTRATIVE STAFF

As we get closer to the end of the semester examinations period, I would like to extend university services to your Faculties/School as scheduled in this communication.

A team of staff from the offices of Academic Registrar, University Bursar, ICT, Quality Assurance, and Dean of Students is to be staged in respective campuses for two full days to offer student services concerning;

- i) Enrolments, registrations, generation of valid examination cards, semester results & retakes
- ii) Fees billing, and payments, fees structure, NCHE annual subscription payments
- iii) Access to AIMS and E-learning portals, and Wi-Fi
- iv) Lecture attendance and related services.

You are therefore encouraged to engage with the team to resolve all the above issues within the scheduled days. The dates for the different campuses are;

- a) Faculty of Education, **4th and 5th November 2024**
- b) Kabale University School of Medicine, **6th and 7th November 2024**
- c) Faculty of Engineering, Technology, Applied Design and Fine Art, **8th and 11th November 2024**
- d) Main campus, **12th and 13th November 2024.**

You are further advised to settle any outstanding fees and issues during this period.

Thank you

Copy to:

1. University Management
2. Deans/Chiefs,
Faculties/School/Institutes
3. Deputy University Bursar
4. Deputy Chief, ICT
5. Ass. Director, Quality Assurance
6. Principal Communications Officer
7. Faculty/School Registrars/
Administrators & Accountants