

## OFFICE OF THE ACADEMIC REGISTRAR

### May-August 2020 Semester Registration

The Academic Registrar wishes to thank all those students who have already registered for the May- August, 2020 Semester. Those who haven't registered yet are encouraged to do so using the guidelines as follows:

1. Pay the application fee and receive the admission letter.
2. Pay at least the functional fees in order to be given access to our eLearning platform.
3. Proceed to register.

#### How to Register

- i. Go to [www.utamu.ac.ug](http://www.utamu.ac.ug)
- ii. Click on NEW STUDENT REGISTRATION on the MENU pane
- iii. Complete the form with the required information and click submit to submit the form.
- iv. To receive log in details to the UTAMU e-learning portal, pay the required fees and inform the director of Finance ([massumpta@utamu.ac.ug](mailto:massumpta@utamu.ac.ug)) and Academic Registration ([ar@utamu.ac.ug](mailto:ar@utamu.ac.ug)).
- v. Your student registration number and UTAMU student account will be activated within 24 hours.
- vi. Use your registration number to log in to UTAMU e-campus. You can access the e-campus by clicking on the e-learning tab at the top right-hand corner of our home page.
- vii. Enrolling into your program and courses by;
  - a) Scrolling down to the Site Navigation side panel on the e-campus home site.
  - b) Click on you May 2020 and select the School (E.g., School of Business & Management or School of Computing and Engineering), which you have been admitted to.
  - c) Click on the programme you have been admitted and select the appropriate semester.
  - d) Enroll the courses in the programme for the semester.
- viii. For the course materials, click on the dashboard on the left of your screen. You will find the courses you have enrolled in. Click on a course to find the course learning materials and announcements.
- ix. PLEASE NOTE:
  - a) Not all courses will have learning materials at this time as we are implementing modular mode of teaching this semester.
  - b) You are required to pay your fees by Tuesday June 30, 2020 or you will be logged out of the system
  - c) Contact the eLearning officer [mobed@utamu.ac.ug](mailto:mobed@utamu.ac.ug) [elearning@utamu.ac.ug](mailto:elearning@utamu.ac.ug) [fkasawuli@utamu.ac.ug](mailto:fkasawuli@utamu.ac.ug) so as to be guided on how to get started with eLearning. Please make sure that you are properly oriented on how to use the eLearning platform, it is your right.
  - d) Always contact the following offices if you have further questions or to seek for clarifications.
    - Deputy Vice Chancellor: [dvc@utamu.ac.ug](mailto:dvc@utamu.ac.ug) or +256 788 485 749
    - Academic Registrar: [ar@utamu.ac.ug](mailto:ar@utamu.ac.ug) or +256 771 681 747
    - Director of Finance: [massumpta@utamu.ac.ug](mailto:massumpta@utamu.ac.ug) or + 256 772 411 362

Yours sincerely,

  
Mersian Tulyahabwe

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