



REGISTRATION FORM-FIRST YEAR STUDENTS

NB: Please fill the form in capital letters

SECTION A: Personal Information

Student ID: _____ Omang/Passport Number: _____ TR Number: _____
 Programme of study: _____ Semester: _____
 College: _____ Year of study: _____
 Surname: _____ First names: _____
 Gender: Male Female
 Mailing address: _____
 Email: _____
 Contact number(s): Cell 1: _____ Cell 2: _____ Country of citizenship: _____

SECTION B: Third Party Access to Your Academic Record [Voluntary]

Do you wish to grant access to your academic record, including results to any third party? If yes please indicate their Details below, if not, please tick

Surname: _____ First names: _____ Relationship: _____
 Mailing address: _____ Email: _____
 Contact number(s): Cell 1: _____ Cell 2: _____ Landline: _____

SECTION C: Course Registration

NB: Approval from College Office needed

Module code	Module description	Credits	Approval by College Administration	
			Print Name	Signature

Total credits enrolled for:
 Academic Advisor: Name: _____ Signature: _____ Date: _____

SECTION D: Sponsorship Details

Name of Sponsor: _____ Contact address of sponsor: _____

SECTION E: Accommodation Status

On-Campus Off-Campus
 Address (e.g. Block 10 Room 4/Plot 3309 Ext 5 Palapye): _____

Student Signature: _____

FOR OFFICIAL USE

Students Records: Received by: _____ Signature: _____ Date: _____
 Checked by: _____ Signature: _____ Date: _____

NEW STUDENT REGISTRATION PROCESS

1. Student Records Office to pre-populate registration form
2. Registration forms to be forwarded to College Administration Office for approval of modules and returned to Student Records Office
3. Students collect the form and verify information
4. For self-funding students, they shall be required to proceed to Finance for financial registration and return the proof of financial registration to Student Records Office.
5. Students proceed to the Department to meet with Academic Advisor
 - 5.1. The role of the Academic Advisor shall be as follows:
 - 5.1.1. Primarily guide students over course/module selection and approve students' registration
 - 5.1.2. 2. Assist students with interpretation of regulations particularly as it relates to course selection, e.g pre-requisites, min and max credit loads, etc
 - 5.1.3. 3. In the case of new students. meet, greet and assist students adjust to University life
 - 5.1.4. 4. Schedule at least two meetings per semester with Advisees and timeously attend to any reports of poor academic performance. Where necessary refer students' to support resources within the University, e.g Academic Intervention Office, Student Affairs.
 - 5.1.5. 5. Monitor student's progression towards graduation
6. Students return the approved registration form to Student Records Office
7. Acknowledgement of receipt of registration issued to student
Student to collect printed proof of registration one day after submission of approved registration form