

SEMESTER 2 2017 LATE ENROLMENT, MON 17 – FRI 21 JUL 2017

LATE ENROLMENT STUDENTS ARE TO PLEASE NOTE THE FOLLOWING;

1. **UPLIFT** Clearance Slip from Student Administration Office (ground floor of Blding A)
2. **GET** Clearance from Student Administration, Library, Personnel & Finance
3. Take Clearance Slip to Finance and **PAY** registration fee.
4. After payment of registration fee **RETURN YOUR CLEARANCE SLIP** to Student Administration and **SHOW THEM YOUR RECEIPT** for preparation of your registration documents.
5. **UPLIFT** your Enrolment Form from Student Administration.
6. **CONSULT** lecturers to approve your courses on your enrolment form.
7. **TAKE** your Enrolment Form to the Dean/Director of the programme you are enrolled in to endorse your Form. If the Dean/Director is not available please leave your Form with the Faculty Administrative Assistants or Faculty Secretaries and check back with them to uplift your approved Form.
8. **TAKE** your approved Enrolment Form to the Student Administration Office to enter your courses and uplift your Invoice.

PLEASE NOTE YOU ARE ONLY OFFICIALLY ENROLLED ONCE YOUR COURSES ARE ENTERED IN THE SYSTEM.

ENROLMENT FEES listed below plus late enrolment Fee of \$116.00

STUDENTS WHO ENROLLED IN SEM 1 2017	
Registration fee <i>paid each semester- non refundable</i>	\$182
NEW STUDENTS & RETURNING STUDENTS NOT ENROLLED IN SEM 1 2017	
Registration fee <i>paid each semester- non refundable</i>	182
Enrolment package <i>paid once annually</i>	55
Students' Association (NUSSA) <i>paid once annually</i>	55
TOTAL	\$292

SEMESTER 2 2017 COURSE CHANGE OR PROGRAMME CHANGE, MON 17 – FRI 28 JUL 2017

STUDENTS INTENDING TO CHANGE THEIR COURSES OR PROGRAMMES ARE TO NOTE THE FOLLOWING;

COURSE CHANGE

1. **PRESENT** your Invoice to Student Administration Office (ground floor of Building A) to uplift Change Course Form & transcript.
2. **CONSULT** lecturers to approve the add or drop course – please ensure the courses you enrol in are required for your programme.
3. **TAKE** your Form to the Dean/Director of the programme you are enrolled in to endorse your Form. If the Dean/Director is not available please leave your Form with the Faculty Administrative Assistants or Faculty Secretaries and check back with them to uplift your approved Form.

4. **TAKE** your approved Form to the Student Administration Office to enter your courses and uplift your revised Invoice the next working day after you submit your Form.

PROGRAMME CHANGE (PLEASE NOTE ALL SPONSORED STUDENTS MUST GET APPROVAL FROM SPONSORS BEFORE THEY CAN CHANGE THEIR PROGRAMME)

1. **PRESENT** your Invoice to Student Administration Office (ground floor of Building A) to uplift Change Programme Form & transcript.
2. **CONSULT** the Dean of your new programme for admission. If Dean also approves your add or drop courses please go to Step 5.
3. If Dean has not approved your courses then **CONSULT** the lecturers to approve your add or drop course(s) – please ensure the courses you enrol in are required for your programme.
4. **TAKE** your Form to the Dean/Director of the programme you are enrolled in to endorse your Form. If the Dean/Director is not available please leave your Form with the Faculty Administrative Assistants or Faculty Secretaries and check back with them to uplift your approved Form.
5. **TAKE** your approved Form to the Student Administration Office to enter your courses and uplift your revised Invoice the next working day after you submit your Form