

DIRECTORATE OF ICT

HOW TO APPLY FOR CHANGE OF PROGRAMME

Prerequisites

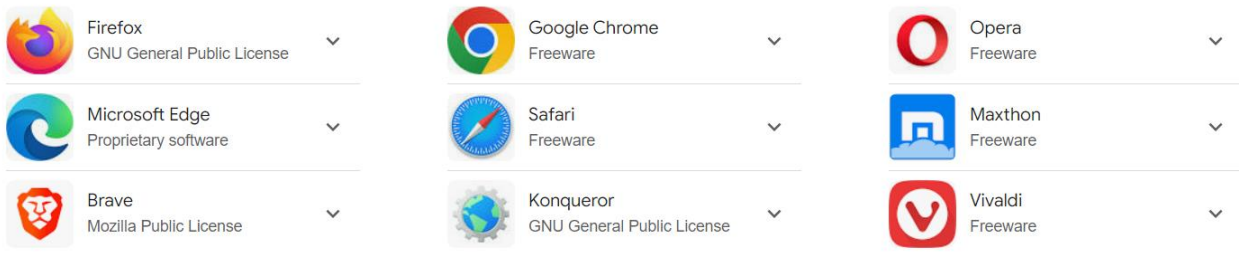
- i. Make sure you have your student number (**printed on your admission letter**) and your mobile phone holding the number you registered with at the time of admission.
- ii. Mobile phone or laptop with internet access
- iii. Your set portal password (This was set at your first time Login). Read more about first time login here: <https://dicts.busitema.ac.ug/support/students-portal/guide-new-login-student-portal>

STEP 1:

Open any web browser of your choice for example Google Chrome, Mozilla Firefox, etc.

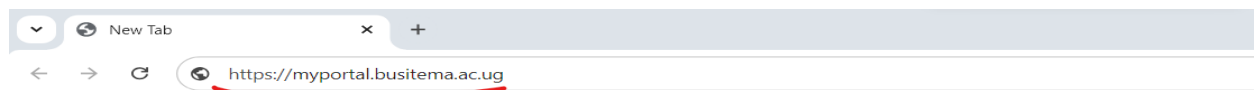
Web browsers / web

From sources across the web



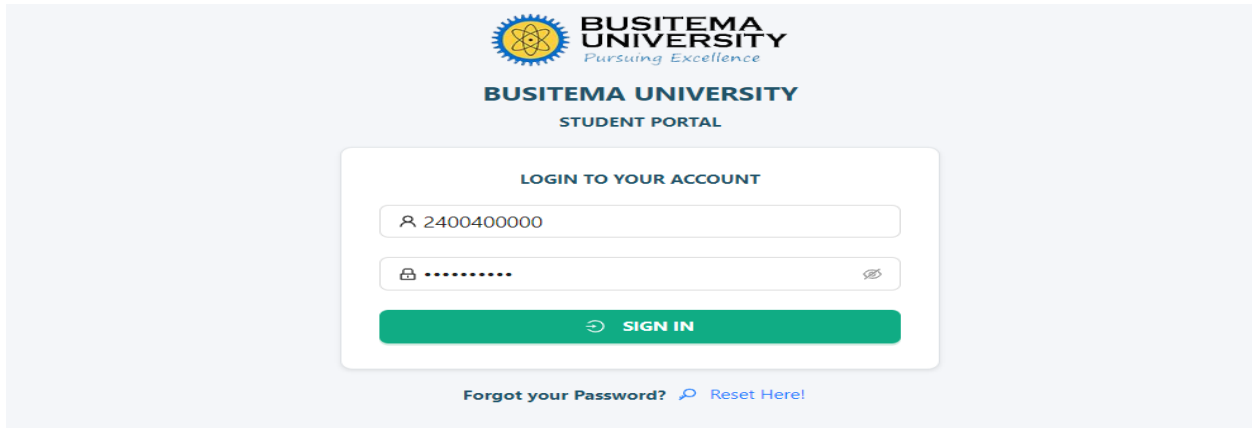
STEP 2:

On the search bar, type <https://myportal.busitema.ac.ug> and search.



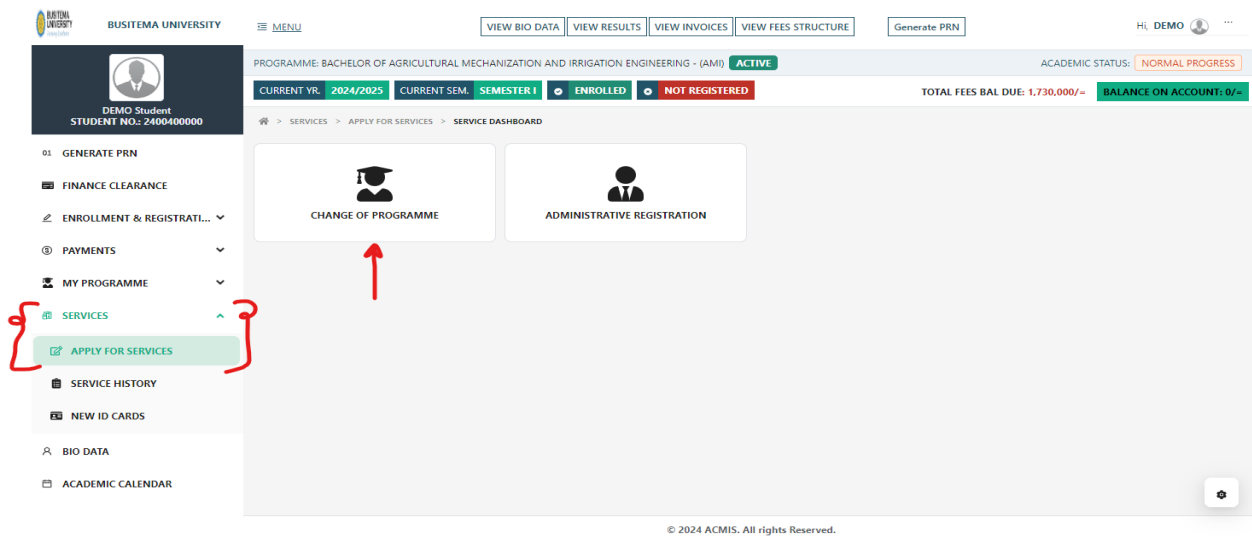
STEP 3:

The login page will appear. Use your student number (**Printed on your admission letter**) and your password and click the “**SIGN IN**” button



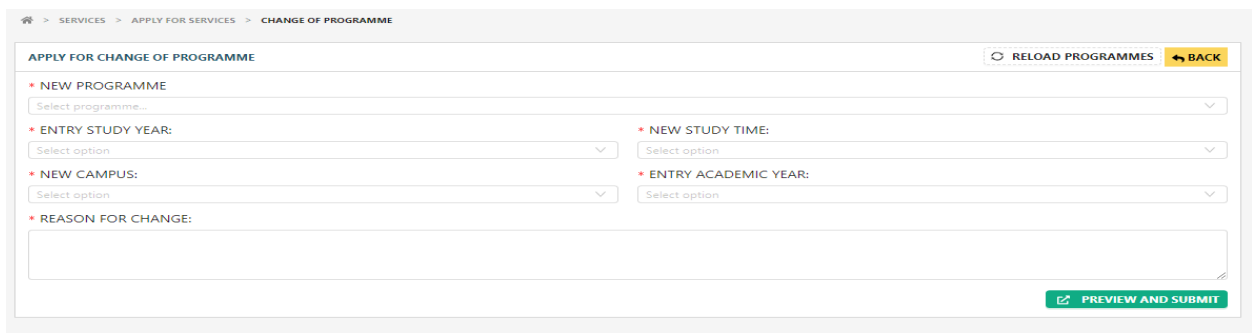
STEP 4:

On the dashboard as shown below, navigate to “SERVICES” and click on “APPLY FOR SERVICES” menu as shown in the picture below.



STEP 5:

On the listed services as shown above in the picture, select “CHANGE OF PROGRAMME” service. A form will open and you fill in all the required fields. See the form below in the picture.



After you have filled all the required information, click the “PREVIEW AND SUBMIT” button. The summary of what you have entered is displayed as shown below

🏠 > SERVICES > APPLY FOR SERVICES > CHANGE OF PROGRAMME

APPLY FOR CHANGE OF PROGRAMME RELOAD PROGRAMMES BACK

CONFIRM YOUR CHANGE OF PROGRAMME DATA AND CLICK SUBMIT APPLICATION BUTTON

	CURRENT PROGRAMME	NEW PROGRAMME
Title	BACHELOR OF AGRICULTURAL MECHANIZATION AND IRRIGATION ENGINEERING	BACHELOR OF SCIENCE IN COMPUTER ENGINEERING - (BCT.)
Study Time	DAY	DAY
Study Year	YEAR 1	YEAR 1
Campus	BUSITEMA	BUSITEMA
Entry Academic Year	2024/2025	2024/2025
Subject Combination	N/A	N/A
Reason	N/A	i need the programme

EDIT APPLICATION SUBMIT APPLICATION

STEP 6:

Once you have confirmed that all details are okay, click “SUBMIT APPLICATION”. If you need to change some information in your application, click on “EDIT APPLICATION” button.

The system will generate application form as shown below.

🏠 > SERVICES > APPLY FOR SERVICES > CHANGE OF PROGRAMME

PENDING CHANGE OF PROGRAMME APPLICATION BACK

	OLD PROGRAMME	NEW PROGRAMME
PROGRAMME	BACHELOR OF AGRICULTURAL MECHANIZATION AND IRRIGATION ENGINEERING	BACHELOR OF SCIENCE IN COMPUTER ENGINEERING
SUBJECT COMBINATIONS	N/A	
ENTRY STUDY YEAR	YEAR 1	YEAR 1
STUDY TIME	DAY	DAY
CAMPUS	BUSITEMA	BUSITEMA
ACADEMIC YEAR	2024/2025	2024/2025
REASON FOR CHANGE	N/A	i need the programme
APPLICATION DATE		Thursday, August 15, 2024 10:37 AM
APPLICATION STATUS		PENDING
AMOUNT BILLED		20,000 UGX
AMOUNT PAID		0 UGX
PAYMENT STATUS		PENDING
PAYMENT REFERENCE		NOT GENERATED

GENERATE PAYMENT REFERENCE EDIT APPLICATION DELETE

At this point, you can click “GENERATE PAYMENT REFERENCE” and pay. Copy the reference number and access any bank for payment. For payment through Universal Payments, read the guide at: <https://dicts.busitema.ac.ug/support/students-portal/universal-payment-guide>

NB: The reference number validity is indicated in the notice displayed. See the image above. After the expiry date, you are required to generate a new reference number.

For any questions and more guidance;

Go to <https://dicts.busitema.ac.ug/support/chat> and type in your question, the ICT team will be very positive to help and guide you.