

CIRCUMSTANCES THAT MAY NEED RE-ENROLLMENT

At **Busitema University**, students must complete online enrollment on the portal at the beginning of **every single semester**. However, there are special situations where a student must go through a formal **re-enrollment or re-registration process** with the Academic Registrar.

The critical situations that require you to re-enroll or renew your registration include:

1. Returning From a Stay of Academic Leave

- If you officially took a **dead semester** or a **dead year** due to health, financial, or personal reasons.
- When you return, you must re-enroll to reactivate your student status on the portal.

2. Changing Your Academic Programme

- If you apply for and receive permission to **switch courses** (for example, moving from a Bachelor of Science to a Bachelor of Education).
- You must re-enroll under your new programme code.

4. Progressing to the Next Academic Year

- At Busitema University, registration is not a one-time event.
- All continuing students must **renew their registration** at the start of every new academic year after clearing outstanding fees.