



OFFICE OF THE UNIVERSITY REGISTRAR

Ref : MU/1/A9

To : All Students

From : University Registrar

Date : 30th May 2025

Subject : **REGISTRATION FOR SECOND SEMESTER OF THE 2024/2025 ACADEMIC YEAR**

I would like to inform all students that, following the completion of configuration of course route maps by Heads of Department, registration for the Second Semester of the 2024/2025 Academic Year has been opened. The registration will run from 30th May 2025 to 16th June 2025.

Please note the following:

- a) The system allows registration of students who have completed payment of the semester tuition fees in line with the University's **No Fee No Registration Policy**;
- b) Students are required to confirm the correctness of the preloaded courses before registration. If in doubt about the correctness of the course titles and course codes, students are advised to contact their Heads of Department for guidance. Students are further advised to remove all courses they will not register for in this semester;
- c) Students who are on **Withdraw and Repeat** and **Withdraw Completely** will not be registered for the semester. Appropriate action will be taken against those who are found loitering on campus while withdrawn;

- d) All academic assessments for students who will not register during the stated period will not be processed, as their names will not be available in IMIS for this semester; and
- e) Students who are eligible for the registration and have paid the applicable semester tuition fees but are facing challenges to register are requested to create a support ticket on the MZUNI helpdesk system available at support.mzuni.ac.mw for assistance.

We look forward to a fruitful Second Semester of the 2024/2025 Academic Year and wish you a pleasant student experience.



JOSEPH CHAGOMA
FOR: UNIVERSITY REGISTRAR

Cc: Vice-Chancellor
Deputy Vice-Chancellor
University Registrar
Director of Research
University Librarian
University Finance Officer
Deans of Faculty
Dean of Students
Directors
Deputy Deans of Faculty
Professors
Heads of Academic Department
Satellite Learning Centre Managers
Projects and Estates Manager
Trust Fund Manager
Estates Development Officer
University Internal Auditor
Coordinators of Programmes
Financial Accountant
Management Accountant
Project Accountant
Assistant Registrars
Satellite Learning Centre Managers
Chief Procurement Officer
Senior Executive Officers
Executive Officers
Heads of Sections
Wardens
MUSREC President