



## OFFICE OF THE UNIVERSITY REGISTRAR

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**Ref** : MU/1/A9

**To** : All Students

**From** : University Registrar

**Date** : 30<sup>th</sup> May 2025

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

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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 30<sup>th</sup> May 2025 to 16<sup>th</sup> 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 Appropriate action will be taken against those who are found loitering on campus while withdrawn;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](http://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