



A F R I C A

UNIVERSITY

(A United Methodist-Related Institution)

"INVESTING IN AFRICA'S FUTURE"

ACADEMIC REGISTRY

TO : ALL STUDENTS
FROM : THE ASSISTANT REGISTRAR ACADEMIC AFFAIRS
DATE : 12 JANUARY 2021
REF : LM/nb

RE: REGISTRATION FOR THE SECOND SEMESTER OF 2020/2021 ACADEMIC YEAR

Compliments of the new season to you all. Here is wishing you a prosperous and successful second Semester of 2020/21 Academic Year.

I am sure that by now you are aware that the University is continuing with the Online Teaching and Learning mode due to the second wave of COVID 19 which has seen the escalation in infections and deaths from the COVID-19. In addition restrictive measures pronounced by the government makes it impossible for students to travel to campus for instruction. The decision to continue with online teaching and learning was made out of the abundance of caution for both staff, students, family members and other important stakeholders of the University. We believe that this is the best approach to keep the Africa University community safe from the spread of and infection by the novel Corona virus. We also strongly believe that in continuing with online teaching and learning, the university is promoting and supporting uninterrupted academic progression of its students. It is against this background that I write to inform you of the online registration arrangements for the second semester of academic year 2020/2021 as follows:

1. Online registration will open **on the 13th and will close on the 30th of January 2021**. By this date students should have paid **60%** of their tuition and fees. An interest rate, at the prevailing market rate will be applied on the remaining balance. Students who would like special payment plans should first seek approval from the Business Office at assistantbursar@africau.edu or chihowar@africau.edu ;

2. Late registration will open on the **1st of February and close on the 18th of February 2021**. This is the last registration window for students who fail to meet the requirement in 1 above or those who pay tuition fees only and fail to complete the registration process. After making tuition fees payment, students are advised to proceed to complete the online registration process from their portals. **NB: Paying tuition and fees only is not synonymous with registration. One has to complete the online registration process to be considered duly registered for the semester. No retrospective registration will be granted for those who fail to complete registration during the period stated above;**
3. Students to pay **80%** of their tuition and fees by the 30th of March, 2021. Failure of which affected students will not be cleared to write examinations;
4. The remaining 20% balance to be paid before the examinations publication date. **Failure of which affected students will not access their examination results;**
5. Students on Industrial Attachment who may find challenges with online registration are required to submit, through emails, their completed soft copy registration forms to Academic Affairs Office by the 30th of January, 2021. **Unregistered students on Industrial Attachment will not be supervised;**
6. Graduate students working on Dissertations/Thesis are expected to complete the registration process as indicated in number 1 above before their work is supervised. **Unregistered students' dissertations or thesis will not be supervised;**
7. All students are further advised that the University will not grant retrospective registration to students who fail to register within the specified registration period. Students who fail to register by the late registration deadline of the 18th of February 2021 should consider themselves unregistered for the Second Semester of 2020/2021 Academic Year. Such students should consider registration in the next semester when the courses they should have registered for are offered (for students taking courses).

Looking forward to your usual cooperation.

Thank you



MACHONA. L (MR.)

Vice Chancellor

Deputy Vice Chancellor

Registrar

Bursar

Librarian

College Deans

Dean of Student Affairs

Heads of Departments

Director Advancement and Public Affairs

Director ICT

Director Quality Assurance and Compliance

Director Harare Center

Director Research and Outreach

Internal Audit

Admissions and Registration Officer

Examinations Officer

Centre Coordinators (Harare and Mutare)

College Administrators and Secretaries