



UNIVERSITY COLLEGE
OF
MANAGEMENT STUDIES

OFFICE OF THE REGISTRAR

**ENROLLMENT AND
REGISTRATION PROCEDURES
(UNDERGRADUATE)**

JANUARY 2006

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1.0 ENROLLMENT

1.1 Organization By Semesters

The University operates on the semester basis. This means that its academic year is divided into two semesters of approximately sixteen weeks each (15 weeks of instruction and 1 week of final exams). One semester hour of credit is based on one hour of work per week for fifteen weeks.

1.2 University Office Hours

The University's administrative offices are open from 8:30 a.m. - 5:00 p.m. Monday through Friday during the academic year (from the beginning of the Sept/Oct semester to May/June end of semester). During the remainder of the year (vacation periods) the offices are open from 9:30 a.m. - 4:30 p.m. Monday through Friday and Saturdays from 10:00 a.m. – 2:00 p.m. Specific dates are determined yearly.

Students and their parents are invited to come to the campus to make arrangements for University enrollment. Such visits should be made on Mondays to Fridays to maximize exposure to the university and its services.

Offices are closed for the following University holidays (New Year's Day, May Day, Easter Week Holidays, Independence Day, African Union Day, Id ul Fitr, Republic Day, Id ul Adha, Founder's Day, Farmers' Day and Christmas).

The University's academic calendar and holidays are subject to approval by the Board of Directors.

2.0 REGISTRATION

2.1 Where Do You Register?

Register online through the UCOMS Student Portal at www.ucoms.edu.gh or at the Student Service Center located in the General Office. Students who are non-degree must register in person at the General Office.

Registration after the close of the registration period will be subject to a late registration fee. This fee will not be applied to new or transfer students after the close of current student registration.

2.2 Standard Office Hours For Registration

Monday - Friday: 8:30 a.m. to 4 p.m.

Saturday: 9:30 a.m. to 3 p.m.

If you have specific questions regarding registration, contact the Student Service Center at

Registration will not be permitted without an I.D. Card. Additionally, registrations will not be permitted if financial obligations are not met. Please contact the Head of Finance to resolve any outstanding balance(s).

2.3 Who Can Register?

- Current students who have attended each semester (without interruption) since their first semester at UCOMS.
- Re-admitted UCOMS students who have completed a Returning Student Application and have been accepted for re-admission.
- Post-secondary students who have maintained current student status.
- New students entering the University for the first time. This includes those entering with a transfer or transient status.

University policy requires all unpaid balances to be paid in full (unless prior arrangements have been made with the University Billing Office). An unpaid balance will prevent you from registering at the appointed time.

2.4 What Do You Need To Do?

All students are required to visit their assigned academic head of department prior to registration. To register their presence and programme of studies on campus.