

From: Academic Registrar 

To: All 1st Year Students, Gulu University

cc: Vice Chancellor
Ag. Deputy Vice Chancellor (Academic Affairs)
Ag. University Secretary
Ag. University Bursar
Dean of Students
Deans/Directors
Guild President
Ag. Deputy Academic Registrar
Assistant Registrars
Accounts Assistants
All Notice Boards



Date: September 1, 2018

SUBJECT: APPLICATION FOR CHANGE OF PROGRAMME 2018/2019 ACADEMIC YEAR

Conditions for Change of Programmes

1. The student must have **enrolled, paid** all the general charges and at least 50% of the tuition fees for the programme he/she has been admitted to and must have **registered** on AIMS.
2. There must be vacancies in the programmes where a student would like to change to (**Note: Students should not apply to change to Bachelor of Medicine and Bachelor of Surgery and Bachelor of Laws as there are no more vacancies**).
3. The student must have met the minimum admission requirements of the programme
4. The weight of the student must be within the cut-off point for the programme (Cutoff Points are available on the University Website or contact Admissions Office for Guidance).
5. Government sponsored students will only be allowed to change to other government sponsored programmes if they are to retain the sponsorship; subject to satisfying conditions 1 – 4 above.

Procedure for Change of Programme on AIMS

1. Login into your student portal at <https://student.gu.ac.ug>
2. On the left-hand menu under My Course Section, Click on the 'Service Request' Button
3. Click on 'Change of Program'
4. Choose the Program you want to change to from list available. Select subject Combination where applicable
5. Click 'Continue'
6. A bill of 20,000/= will be created and displayed under your list of invoices.
7. Click 'Get a Payment Ref', a yellow button at the top and enter 20,000 against the invoice of 20,000 with a narration of change of program
8. Click Get Reference Number and go pay in any of the banks listed on the payment advice slip.

Deadline for Receiving Applications for Change of Programme

The deadline is **Friday 7th September, 2018**.

Feedback of Your Application for Change of Programme

1. You will be notified from the student portal, SMS and/ or email whether your application is successful or not.
2. The list of students who have been permitted to change programme will be displayed on notice boards.
3. The Academic Registrar will issue letters to students who have been permitted to change programme.

Thank you.