



**OFFICE OF THE REGISTRAR (ACADEMIC & STUDENTS AFFAIRS)**

**INTERNAL MEMO**

**FROM: REGISTRAR (ASA)**

**Date: 14<sup>th</sup> April 2021**

**TO: ALL Students**

**SUBJECT: COURSE/UNIT REGISTRATION.**


Following the numerous requests from students on the above subject, the University Management has considered your request and directed as follows:

1. Course/Unit Registration for courses offered during the 2019/2020 Academic Year:  
ALL those students who had fulfilled the registration requirement but had NOT registered for the courses are hereby advised to submit a ticket through ICT Online Support on the PU website clearly indicating the Course/Unit code and Title.
2. Unit Registration for earlier Academic Years, i.e. 2018/2019, 2017/2018:  
All affected students are requested to consult/liase with their respective Schools.

This provision has been made to enable ALL students (both graduating class and Continuing classes) have their academic records updated.

Kindly note that this exercise has to be carried out immediately but not later than Monday 19<sup>th</sup> April 2021.

Thank you

  
**NICHOLAS C. MALAU**  
**REGISTRAR (ASA)**



CC

- Vice Chancellor
- All Deputy Vice Chancellors
- Finance Officer
- All Deans of Schools
- Dean of Students
- ICT Manager