

METHODIST UNIVERSITY GHANA

QUALITY ASSURANCE DIRECTORATE

MUG REGISTRATION PROCEDURE

FRESH STUDENTS (NEW STUDENTS)

1. **Pay fees before registering**
 - Pay **100% of fees** in your **first semester** before registration can be completed.
2. **Register within the advertised period** (do not miss the deadline)
 - Registration is done in:
 - Your **Faculty**
 - Your **Hostel** (if you have accommodation)
 - The **Academic Affairs Section (Admissions Office and DPPU)**
3. **Complete the required forms and endorsements**
 - Use the Faculty and Hostel registration forms (where applicable).
 - Get them **endorsed** by the **Faculty Officer** and **Hostel Warden** (if in hostel).
4. **Pass the medical examination**
 - Fresh student registration is **not complete** unless the medical exam has been passed.
5. **Course changes (Add/Drop)**
 - You can **add or drop courses only within the first 28 days** after reopening.

CONTINUING STUDENTS (RETURNING STUDENTS)

1. **Pay at least 60% before registering**
 - Pay **at least 60%** of fees at the start of the semester **before registration**.
2. **Follow the fee payment schedule**
 - Additional **20%** by **mid-semester**
 - Final **20%** **before End-of-Semester Examinations**
3. **Register within the advertised period**
 - Register in your **Faculty/Academic Affairs Section (DPPU)**.
4. **Course changes (Add/Drop)**
 - Add/Drop is only allowed within the **first 28 days** after reopening.

IMPORTANT RULES FOR EVERYONE

- **Late registration fine:** A fine is charged **for each day** you register after the deadline.
- **No registration after the final cut-off:** Registration is not allowed beyond the limits stated (the handbook notes no registration beyond four weeks after the close of registration).
- **Failing to register by the final deadline means you lose student status.**
- **No fee payment during examinations and fee defaulters cannot write exams.**

Thank you.