



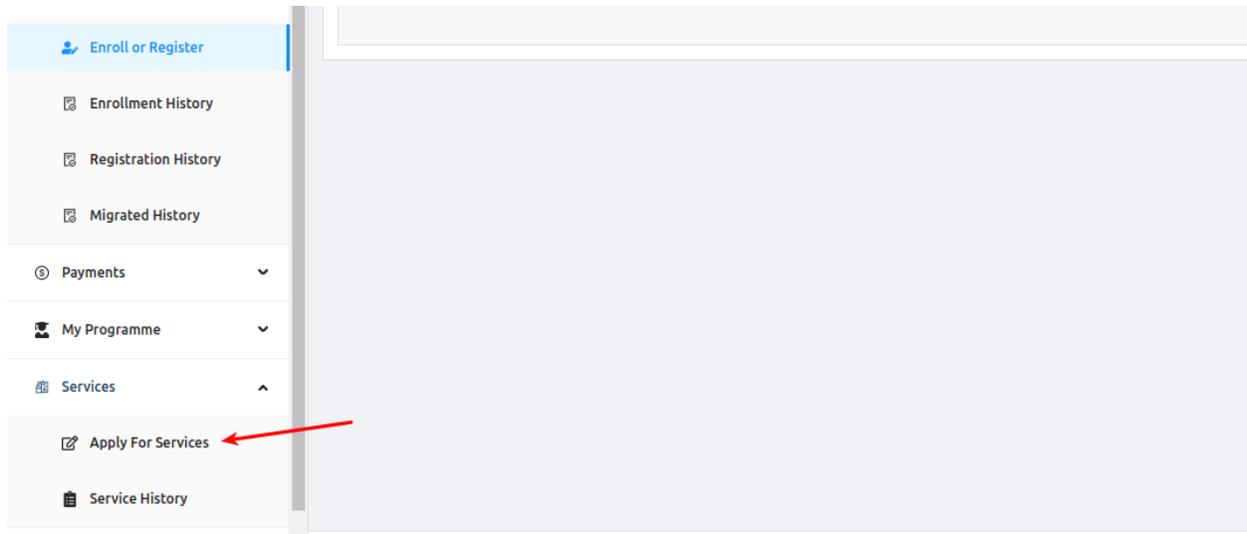
Academic Management Information System (ACMIS) User Manuals

Change of Programme Guide(Student Portal)

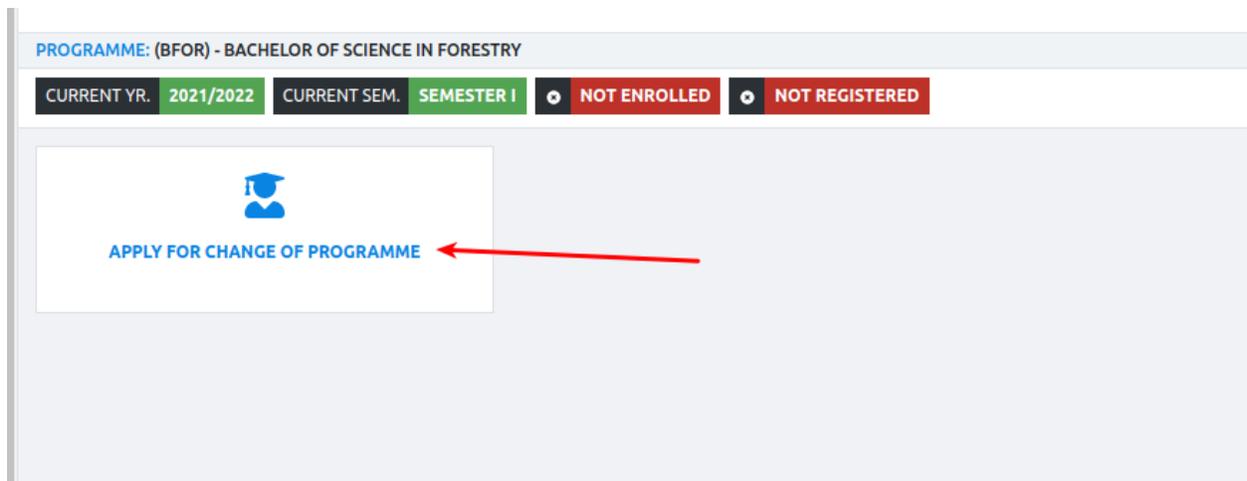
Step 1. Login into your student portal, then click on the **Services** link as shown in the following screenshot.

The screenshot displays the Makerere University ACMIS student portal. The top navigation bar includes the university logo, a 'MENU' button, and a 'GET PAYMENT REF' button. The user's profile is shown on the left, and the main content area displays the 'ENROLLEMNT' section for 'ENROLL FOR SEMESTER I, 2021/2022'. The sidebar menu on the left includes 'Enroll or Register', 'Enrollment History', 'Registration History', 'Migrated History', 'Payments', 'My Programme', 'Services', and 'Bio Data'. A red arrow points to the 'Services' link in the sidebar. The main content area shows a form for enrollment with dropdown menus for 'YEAR OF STUDY', 'ENROLLING AS?', and 'HAVE RETAKES?'. A 'RELOAD' button is visible in the top right of the enrollment section.

Step 2. Next, click on **Apply for Services** as shown in the next screenshot.



Step 3. Next, click on **APPLY FOR CHANGE OF PROGRAMME**.



Step 4. In the change of programme form, select your current programme, new programme you wish to apply for, study year, study type(or study time), campus, academic year, and optionally, then reason for changing. And click **Submit Application**.

APPLY FOR CHANGE OF PROGRAMME RELOAD PROGRAMMES BACK

Current Programme *	BACHELOR OF SCIENCE IN FORESTRY
New Programme *	BACHELOR OF AGRIBUSINESS MANAGEMENT - (BAGM)
STUDY LEVEL: *	YEAR 1
STUDY TYPE: *	EVENING
CAMPUS: *	MAIN CAMPUS
Academic Year: *	2021/2022
Reason for Change:	I want a new campus

SUBMIT APPLICATION

Step 5. To generate a PRN to pay for the change of programme on the pending application history interface, click **GENERATE PAYMENT REFERENCE**.

PENDING CHANGE OF PROGRAM APPLICATION BACK

CURRENT PROGRAMME	BACHELOR OF SCIENCE IN FORESTRY - (BFOR)
NEW PROGRAMME	BACHELOR OF AGRIBUSINESS MANAGEMENT - (BAGM)
CAMPUS	MAIN CAMPUS
NEW STUDY YEAR	YEAR 1
ACADEMIC YEAR	2021/2022
APPLICATION DATE	2022-02-03T12:33:07.000Z
APPLICATION STATUS	PENDING
AMOUNT BILLED	6,000
AMOUNT PAID	0
REASON FOR CHANGE	I want a new campus
PAYMENT REFERENCE	NOT GENERATED
PAYMENT STATUS	NOT PAID

GENERATE PAYMENT REFERENCE

Use the generated PRN to make a payment for the change of programme application.

PENDING CHANGE OF PROGRAM APPLICATION		← BACK
USE THIS REFERENCE NUMBER 222000009352 TO PAY FOR CHANGE OF PROGRAMME AT ANY OUR BANKS. Expiry date: 2022.02.05		
CURRENT PROGRAMME	BACHELOR OF SCIENCE IN FORESTRY - (BFOR)	
NEW PROGRAMME	BACHELOR OF AGRIBUSINESS MANAGEMENT - (BAGM)	
CAMPUS	MAIN CAMPUS	