



ONLINE REGISTRATION GUIDELINES FOR ACADEMIC YEAR 2019/2020

A. Instructions for Registration

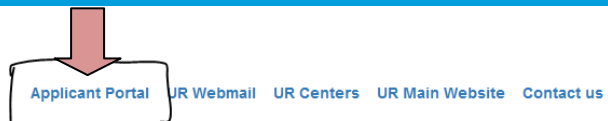
1. Students must check if he/she has been **admitted** or **promoted**.
2. Students are allowed to start the registration process only if he/she has paid the required fees at the **UR/College Bank Account** available in the **Bank of Kigali**.
3. For all payments, students must use their UR reference numbers as they appear on the acceptance letters or Student Cards. **(Any error on the bank slip should be reported to College Finance Unit).**
4. During the payment of the required fees, students must use Urubuto System in Bank of Kigali (BK).
5. Online Registration requires Internet connectivity.
6. The online registration will close on **10th November 2019 midnight**.

B. Online registration guidelines

The Online registration link is accessible at UR website, Click on Admission and select the student Portal:



Admissions





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STEP1: LOGIN THE STUDENT WEB

The screenshot shows the login interface for prospective students and registered users. A callout bubble points to the 'Student Number' field with the text 'Enter your reference/student number and PIN'. Another callout bubble points to the 'Login' button with the text 'Hit the Login button to proceed'. A third callout bubble points to the 'Forgot PIN?' link with the text 'If you have forgotten your PIN. You will have to check the email that you have supplied during the application process in order to get your PIN or Contact the Support Staff Team'.

STEP2: WELCOME TO STUDENT WEB

The screenshot shows the 'ITS /Enabler' welcome page. It includes a navigation menu on the left with options like Application, Registration, Student Administration, and Student Enquiry. The main content area provides a brief description of the main processes available to the user.

STEP3: ACCEPTING RULES AND REGULATIONS

The screenshot shows the 'Submit Registration' page. It includes a 'Process Trail' showing 'Qualification > Study Choice'. The page contains fields for 'Student Number' and 'Name'. A 'Note' section states: 'All fields indicated with a * must be completed. Click 'Save and Continue' to continue with registration process. Click 'Restart Process' to select different 'Admitted Application' if available.' Below this, there are fields for 'Academic Year' (2017), 'Qualification' (BHELL - BA WITH HON IN ENG OPT: LING & LITERATURE), 'How am I going to study for this qualification?' (1A - HUYE FULL TIME DAY), 'When am I going to study for this qualification?' (YR - YEAR), and 'My intended study period?' (3 - YEAR 3). A 'Required Registration Credits' table is also present:

Required Registration Credits	
Minimum	Maximum
100	140

At the bottom, there is a 'Should we Create a Meal Account for you?' dropdown menu set to 'No' and several action buttons: 'Save and Continue', 'Save - Continue Later', 'Restart Process', and 'View Calendar Information'.



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STEP4:SUBMIT REGISTRATION

UNIVERSITY OF RWANDA - PRODI03

Process Trail: [Qualification](#) > [Study Choice](#)

Submit Registration

Student Number:
Name:

Note: All fields indicated with a * must be completed.
Click 'Save and Continue' to continue with registration process.
Click 'Restart Process' to select different 'Admitted Application' if available.

Academic Year: 2017
Qualification: BHSSELL - BA WITH HON IN ENG OPT:LING & LITERATURE

How am I going to study for this qualification: 1A - HUYE FULL TIME DAY
When am I going to study for this qualification: YR - YEAR
My intended study period: 3 - YEAR 3

Required Registration Credits	
Minimum	Maximum
100	140

Should we Create a Meal Account for you:

Save and Continue Save - Continue Later Restart Process View Calendar Information

STEP5:CHECKING THE SUBJECTS (MODULES)

Possible Subject Selection

Student Number:
Name:

AcademicYear	2017
Qualification	BHSSELL - BA WITH HON IN ENG OPT:LING & LITERATURE
Mode of Study	1A - HUYE FULL TIME DAY
Academic Period	YR - YEAR
Period of Study	3 - YEAR 3

Required Registration Credits	
Minimum	Maximum
100	140

Note: Please select the subjects or modules you plan to register for by clicking on the check box alongside the subject detail. When all of your selections have been made, click the 'Save and Continue' button, to proceed with the registration process.

Possible Subjects		
Subject	Compulsory	Academic Credits
<input checked="" type="checkbox"/> MLL3112 - RESEARCH METHODS	Yes	Not Applicable
<input checked="" type="checkbox"/> MLL3113 - HUMAN LANGUAGE PROCESSING	Yes	
<input checked="" type="checkbox"/> MLL3114 - INTRODUCTION TO TEFL	Yes	
<input checked="" type="checkbox"/> MLL3211 - TEXTUAL STUDIES	Yes	
<input checked="" type="checkbox"/> MLL3212 - WORLD LITERATURE	Yes	
<input checked="" type="checkbox"/> MLL3213 - SYNTAX	Yes	

Save and Continue Save - Continue Later Restart Process



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STEP6:CONFIRMATION (SAVE AND CONTINUE)

Registration Details

Student Number:
Name:

AcademicYear	2017
Qualification	BH5ELL - BA WITH HON IN ENG OPT.LING & LITERATURE
Mode of Study	1A - HUYE FULL TIME DAY
Academic Period	YR - YEAR
Period of Study	3 - YEAR 3

Subjects	Mode of Study	Academic Period	Attendance Type
MLL3112 - RESEARCH METHODS	1A - HUYE FULL TIME DAY	S1 - SEMESTER 1	N - NORMAL EXAM
MLL3113 - HUMAN LANGUAGE PROCESSING	1A - HUYE FULL TIME DAY	S1 - SEMESTER 1	N - NORMAL EXAM
MLL3114 - INTRODUCTION TO TEFL	1A - HUYE FULL TIME DAY	S1 - SEMESTER 1	N - NORMAL EXAM
MLL3211 - TEXTUAL STUDIES	1A - HUYE FULL TIME DAY	S2 - SEMESTER 2	N - NORMAL EXAM
MLL3212 - WORLD LITERATURE	1A - HUYE FULL TIME DAY	S2 - SEMESTER 2	N - NORMAL EXAM
MLL3213 - SYNTAX	1A - HUYE FULL TIME DAY	S2 - SEMESTER 2	N - NORMAL EXAM

Note:

- Click on 'Continue' button to display Registration Costs.
- To make amendments use the "Process Trail" at the top of the page that will take you to the appropriate page.

Continue Restart Process Print Registration Details

STEP7:ACCEPTING REGISTRATION

Registration Cost

Student Number:
Name:

AcademicYear	2017
Qualification	BH5ELL - BA WITH HON IN ENG OPT.LING & LITERATURE
Mode of Study	1A - HUYE FULL TIME DAY
Academic Period	YR - YEAR
Period of Study	3 - YEAR 3

Required Registration Credits	
Minimum	Maximum
100	140

Cost Estimates		
Payee	Description	Amount
Student	STUDENTS UNION	1,000.00
	LIFE INSURANCE	2,000.00
	REGISTRATION FEE	50,000.00
	MEDICAL INSURANCE	7,000.00
	LATE REGISTRATION FEE	10,000.00
	QUALIFICATION FEE	.00
	BH5ELL - BA WITH HON IN ENG OPT.LING & LITERATURE	
		Sub Total: 70,000.00
		Total: 70,000.00

Accept Registration Restart Process Print Cost Details



Congratulations!! You can

Now print your "Proof of Registration"