



## **COLLEGE OF MEDICINE**

*Excellence yesterday, today and tomorrow*

This presentation is a guide on the registration process for newly selected students at College of Medicine. It provides an insight into eligibility, importance, duration and the process of registration.

Registration is handled by the academic registry under the office of the registrar.



# WHY REGISTER?

Registration is important for the following reasons

- To be officially recognized as a student by being provided a student identification number and student ID card. The Student identification number will be used through out your study.
- To gain access to COM services e.g. Library, internet bundles, e-books, SARIS, COMPASS,CMS, student email, timetables etc.
- To access examination numbers and results. No student will be allowed to sit for an exam without an examination number.
- Scholarship and loan eligibility.



# WHO SHOULD REGISTER?

1. Newly selected students
2. All continuing students

**Note :** To be eligible to register, students must deposit a minimum of 50% of the annual fees.



# WHEN TO REGISTER

- Registration takes place within 14 days from the opening date
- Failure to register within the 14 days attracts a penalty of MK1000 per day for undergraduate students and MK100,000 for postgraduate students, however this is only applicable within the first month from open date.
- If you wish to reserve a place, please notify the academic registry before registration closes.



# HOW TO REGISTER

Registration for newly selected students takes place in two phases

Phase 1 : Online Registration

Phase 2 : Face-to-Face registration

Registration for all continuing students is fully online for the first 14 days.



# ONLINE REGISTRATION

Below are the steps to online registration

Step 1 : Go to <https://saris.medcol.mw/>

Step 2 : Select option for new students (below the Log in tab, indicated as “New student click ‘here’ to register”)

Step 3 : Enter your previous examination number/SARIS access number. Mature entry students can request this number by sending an email to [kmaseko@medcol.mw](mailto:kmaseko@medcol.mw) whilst postgraduate students can request it by sending an email to : [abonongwe@medcol.mw](mailto:abonongwe@medcol.mw)



- Step 4 : Enter your first name and your surname. Then create a password. Then click submit after confirming your password.
- Step 5 : Enter your details accurately . Details include date of birth, contact details, next of keen, nationality etc. then submit.

After submitting the form, the next step is face-to-face registration.

Below is a pictorial presentation of steps 1 to 4





# STEP 1




<input type="text" value="Username"/>	
<input type="password" value="Password"/>	
<input type="button" value="Login"/>	

New student? click [here](#) to register.  
[Forgot Password?](#)



# STEP 2



 Login

New student? click [here](#) to register.  
Forgot Password?



# STEP 3 & 4

Step 1: Create account

Previous examination id/Saris Access Numbe ▲

First name ⓘ

Last name ⓘ

Password 🔒

Retype password ↺

Start Cancel



# FACE TO FACE REGISTRATION

- Go to the central registry office
- Have your passport size photo taken
- Collect a copy of a registration form with a your details on it. Please verify the details
- Collect university regulations at the front desk and read them carefully
- Deliver a signed copy agreeing to university regulations as well as a signed copy of your registration form at the front desk
- You are now officially registered
- Note : Face to Face registration is for newly selected students



If you are having trouble with registration you can contact the people below :

### **Undergraduate Students:**

Mr. Keith Maseko, Executive Officer(Academic)

kmaseko@medcol.mw

### **Postgraduate Students:**

Ms Angella A. Bonongwe, Academic Services Officer(Postgraduate)

abonongwe@medcol.mw

### **International Students :**

Emma Chimpamba, Academic Services Officer(International)





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**THANKS**