



OFFICE OF THE ACADEMIC REGISTRAR

INTERNAL MEMO

From: Academic Registrar

To: All Skills Based Short Courses Students
Busitema University

Copy: Vice Chancellor
Deputy Vice Chancellor (AA)
Dean, Faculty of Engineering and Technology
Coordinator, Skills Based Short Courses
Faculty Registrar

Date: 17th November 2025

SUBJECT: ORIENTATION FOR ADMITTED STUDENTS ON SKILLS BASED SHORT COURSES PROGRAMMES 2025/2026 INTAKE

We warmly welcome you to Busitema University and sincerely appreciate your decision to enroll in our Skills-Based Short Courses programme. Your trust in our institution is highly valued.

Please be reminded that the programme officially commenced on **Monday, 10th November, 2025**. All admitted students are expected to have reported by **Wednesday, 19th November, 2025**.

An **Orientation Session** has been scheduled for **Wednesday, 19th November, 2025 at 2:00p.m.** in the **Engineering Conference Hall**. This session is designed to introduce you to the programme, provide important guidelines, and help you settle smoothly into your studies.

We look forward to your active participation.