



## OFFICE OF THE ACADEMIC REGISTRAR

**October 27, 2023**

Faculty Time Table Coordinators  
University Time Table Committee Members (Deputy Deans and AR)  
Mr. Lucas Okwalinga  
Mr. Kisaka Willy Masette  
Mr. Oundo Wareen  
Mr. Ekwangu Max  
Assoc. Prof. Ochieng Gilbrays  
Ms Grace Adong  
Mr. Byaruhanga Moses

### **TRAINING ON TIME TABLE OPERATIONS SYSTEM**

The Department is going to have a physical training on Time Table Operations System which has been scheduled for Monday, 6<sup>th</sup> November 2023 at 9:00am at Busitema Campus. You are hereby invited to attend this training.

Please, ensure to come along with laptops to install the system because the system has two modules; the offline module which enables timetabling without an internet connection and after that, the timetables are uploaded online on the timetable portal (which is already installed on the University Server).

By copy of this letter, the Faculty Deans and Departmental Heads are required to facilitate their staff to attend the training.

Dr. Gimuguni Lillian Nabaasa (PhD).

**ACADEMIC REGISTRAR**

Copy to: Vice Chancellor  
First Deputy Vice Chancellor (AA)  
Members of Top Management  
Faculty Deans