

Student Registration Portal - Frequently Asked Questions (Rwanda)

Hello! This FAQ has been created to answer questions around the Student Registration Process for Rwanda.

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Why am I registering?

You are registering to inform the university that you are committed to returning to take the upcoming modules available to you within a given term. This is a requirement for regulatory purposes.

Additionally, given our large international student body, the institution needs to be able to confirm that everyone is ready to return to campus after their internship and/or holiday periods. This allows us to streamline communication with you and other students and plan appropriately for the upcoming term.

What is the process for registering into a term?

Registration can be done on the [ALU Student Portal](#). When the registration period opens, visit the Portal, sign in using your ALU account, follow the registration prompts and submit once you have completed registration.

You can save your progress at any point in the registration process. However, once you click “Submit Term Registration” you will no longer be able to edit your responses. You can always revisit the Registration page for a summary of your selections.

When are the timelines for the upcoming registration period?

The Registration section opens on August 15th 2018 and closes on September 7th 2018. You have full access to the Registration section on the ALU Student Portal during this period.

If you want to be considered for ALU housing you need to submit your registration before 1st September 2018.

What happens if I do not register during the registration period? (UPDATED: 7-Aug-2018)

If you do not register by the 7th of September, you are automatically suspended for the term. Don't worry, you have between the 8th and 24th of September to submit a late registration.

However, be advised that this comes with a late registration fee of \$40.

1. Send an email to the Registrar's Office indicating that you wish to register for the term.
2. You will receive confirmation from the Registrar's Office of your registration within 48 hours.
3. The late registration fee will be included in the next invoice you receive from the Finance Office.

If you have not registered by the 24th of September, your suspension for the term is upheld.

What if I am not in good financial standing by the time Registration kicks off?

Financial standing is determined by the Finance Office. By now, you should have received an invoice from the Finance team. Expectations around payments have also been communicated via email.

Students that are not in Good Financial Standing before the 15th of August will not have access to the student registration portal. You can be given access at any point before the 7th of September once we receive confirmation from the Finance Team that you are in Good Standing. This is updated at the end of every business day.

Beyond the given deadline, you will have entered the late registration period. Please refer to a previous section for the implications of this.

What are the implications of missing registration for the term?

Once you register for a term, you are guaranteed full access to our student facing teams and the services provided within the term. If you miss the registration deadline, you are automatically suspended.

Suspending your studies means the following:

1. You are still regarded as an ALU student.
 - a. You can still register for courses in future academic terms
 - b. Suspension does not automatically mean you have been unenrolled.
 - c. You still have access to your student email account
 - d. You can still request for a letter of enrollment from the Registrar's Office
 - e. You can still reach out to relevant student-facing departments including the Registrar, Finance, Career Development, Operations and Academic Teams.
2. You will not be registered into any courses for the upcoming term.
 - a. You cannot attend any ALU classes. Faculty will only be working from the student list provided by the Registrar's Office.
 - b. You will not have access to the ALU learning platforms for the duration of the term.
 - c. We will have to inform our GCU counterparts to suspend you for the upcoming term. You will not be able to access the GCU Learn either.
3. If you are an international student, we will have to report your suspension to the Rwanda Directorate General of Immigration and Emigration (RDGIE). For the duration of your suspension, you will not be able to stay on a student visa. This means that you will not be able to access university housing and/or meal plan options past the 24th of September 2018.

What must I do if I want to suspend my studies?

Suspension of studies covers breaks lasting several weeks to indefinite withdrawal. If you want to suspend your studies or withdraw from the program, you do not need to use the registration portal - fill out this [Suspension of Studies and Withdrawal Form](#).