

# Revised

IN 2010E.C.

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*St.Mary's University*

*Office of the Registrar*

## *Frequently Asked Questions (FAQ)*

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1. *How do I get my grade?*

*You may view and print your grade report on the Registrar's Website by clicking on **Grade reports**. If you are in the Regular and Extension Program and if you are attending in distance mode you can contact you coordination office where you registered*

2. *Where can I get information about important semester deadlines and dates?*

*Information on deadlines and dates for all programs are available on the University's academic calendar posted on the Registrar's notice board and Registrar's website.*

3. *How do I withdraw /drop a course?*

*For information on withdrawal /dropping a course contact the pertinent program (undergraduate, graduate, & distance) Registrar's Office.*

4. *Where is the University's Chief Registrar Office?*

*The University's Registrar Office is located at the Green Campus, New Building, Ground Floor, and Room 02*

5. *How do I get re-admitted to the University?*

*See the university's academic calendar posted on the Registrar's Office notice board and Registrar website for readmission date.*

6. *When is 2010E.C/ 2017/18 graduation?*

*Hamle 14, 2010 E.C / July 21, 2018.*

7. *What are your office hours?*

*8:30 AM - 5:30 PM, Monday to Friday*

*8:30 AM - 12:30 PM Saturday*

8. *Where is your office located?*

*The Undergraduate Regular & Extension program is located at Mexico Campus near to Wabeshebelle Hotel.*

*Head office near METEC, Oil Libya Gas Station down Roosevelt Street (leading to Sarbet) 300m from Mexico Square.*

9. *I have been dismissed for poor academic performance what do I do?*

*Contact your respective department /faculty dean for getting academic advice.*

10. *I am Unable to login into the Registrar's Website. What should I do?*

*If you are sure of entering your user name and password correctly, please contact the Registrar's Office.*

11. *What programs does St. Mary's University offer in the Master's Program?*

- *MBA in General Management*
- *MBA (With HRM Concentration)*
- *MBA in Accounting & Finance*
- *Rural Development*
- *Agricultural Economics*
- *Project Management*
- *Marketing Management*
- *Development Economics*
- *Computer Science*
- *Quality & productivity Management*
- *MBA in Impact Entrepreneurship*
- *MA in Social Work*
- *MA in Development Management*

12. *Which t IGNOU's Master's programs does St. Mary's offer through distance mode of delivery?*

- *MBA (Master of Business Administration)*
- *MSW (Master of Art in Social Work)*
- *MEC (Master of Arts in Economics)*

- *MPA (Master of Arts in Public Administration)*
- *MARD (Master of Arts in Rural Development)*
- *MSO (Master of Arts in Sociology)*
- *MPS (Master of Arts in Political Science)*
- *MCOM (Master of Commerce)*

13. *When does new registration start for 2011E.C?*

*Starting July 7, 2018/ Hamle 1, 2011 E.C for regular programs both in the undergraduate & graduate program.*

14. *What are the admission requirements in master's program?*

- *According to the Ministry of Education admission policy*
- *Passing the University's entrance exam successfully.*

15. *What is your P.O.Box address for sending my Official transcript?*

*St. May's University*

*Office of the Registrar P.O.Box 1211*

*Addis Ababa*

*Ethiopia.*

16. *How long does it take your Master's program?*

*In the Regular Program - 2 years*

17. *How do I get my Research /Thesis advisor Telephone No?*

*Please, contact your respective faculty Dean's/Department's, Secretary.*

18. *What is your fax number to send my documents (For Undergraduate Distance Program Students?) 0115 528349*

19. *Do you have an accreditation for the entire program Offered at the University from the Ministry of Education?*

***Yes, you can get Copy of accreditation letter from the Registrar Office***

20. *How can I get my Original Degree/Diploma?*

***To get your original degree please call to the respective Associate Registrar Office***

***For Distance : 0115 - 50 47 62***

**For: Undergraduate Regular : 0115 - 53 80 17**

**For Postgraduate Regular : 0115 - 54 66 69**

21. *What is your admission requirement for the undergraduate Programs of Regular/Extension and Distance?*

***As per the requirements set by the ministry of education. For further, contact the respective Associate Registrar Office.***

***For Distance : 0115 - 50 47 62***

***For: Undergraduate Regular : 0115 - 53 80 17***

***For Postgraduate Regular : 0115 - 54 66 69***

22. *How do I get my official transcript?*

***Contact the respective Associate Registrar office face-to-face or through your legal representative***

***For Distance : 0115 - 50 47 62***

***For: Undergraduate Regular : 0115 - 53 80 17***

***For Postgraduate Regular : 0115 - 54 66 69***

23. *When is the tutorial Program for the Undergraduate Distance?*

***Please contact the respective coordination office through their telephone number***