

**St.Mary's University**  
**Office of the Registrar**  
**Frequently Asked Questions (FAQ)**

*Published in 2011EC Semester I*

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**.
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 2011E.C graduation?  
Jul 20, 2019 (July 16, 2011E.C.)
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?

Undergraduate Regular & Extension program 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
- MBA (With HRM Concentration)
- MBA in Accounting & Finance
- Rural Development
- Agricultural Economics
- Project Management
- Marketing Management
- Development Economics
- Computer Science
- Quality & productivity Management
- Social Work
- Development Management
- MBA in Impact Entrepreneurship

12. When does new registration start for 2011 Semester II E.C?

Starting Dec 30, 2018 for regular programs of graduate studies.

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

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

14. What is your P.O.Box address for sending official transcript?

St. May's University  
Office of the Registrar  
P.O.Box 1211  
Addis Ababa  
Ethiopia.

15. How long does it take your Master program?

In the Regular Program – 2 years

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

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

17. How do I get my grade result through SMS?

To get your result through SMS write the following get SMS ID from registrar web send message to 8078.

SMSID G and write specific semester and year you are interested to know.

Example To: 8078

SMSID G 2011 1

This will show you your grade result of 2008 semester I.

18. How do I get registrar office Telephone number?

- For Masters program +251 11 554 66 69
- For Undergraduate regular /Extension +251 11 553 80 17
- For College of open and Distance + 251-11 550 47 62/63

19. What programs does St. Mary's University offer in College of open and Distance Degree Program?

- Accounting
- Management
- Marketing Management
- Financial Economics
- Rural Development
- Agricultural Extension
- Agri-Business Management
- Cooperative(Accounting & Auditing
- Cooperative(Business Management)
- Educational Planning & Management
- Economics
- Sociology
- Public Administration and Development Management
- Banking and Finance
- Logistics and Supply Chain Management