

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

January, 2022

**1. How can I see my grade?**

For graduate students, you may view and print your grade report on the Registrar's Website by clicking on Grade reports. [mysgs.smuc.edu.et/sgs](http://mysgs.smuc.edu.et/sgs)

For regular students, you may view and print your grade report on the Registrar's Website by clicking on Grade reports. [myugs.smuc.edu.et](http://myugs.smuc.edu.et)

For students who are attending in distance mode you can see your grade through the following link: <http://mycodl.smuc.edu.et>

Student ID your id with upper case letters

Pass word your id with upper case letters

**2. What is the university's social media and website addresses?**

Website: [www.smuc.edu.et](http://www.smuc.edu.et)

[www.mysgs.smuc.edu.et/sgs/](http://www.mysgs.smuc.edu.et/sgs/) (Post Graduate)

Telegram Channel: - @MySGS or St. Mary's University, School of graduate Studies (Post Graduate)

- @St\_marysUniversity or St.Mary's University (Regular Under Graduate)

Facebook: St. Mary's University, Ethiopia

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

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

**4. I have lost my documents what are the requirements to get my document again?**

Legal documents that proves the documents were lost from police station

**5. How do I add /drop a course?**

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

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

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

**7. 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 its date.

**8. When is graduation 2014E.C/ 2021/22?**

Hamle 16, 2014 E.C / July 23, 2022.

**9. What are your office hours?**

Monday to Friday 8:30AM - 5:00 PM

Saturday 8:30 AM - 12:30 PM

**10. Where is your office located?**

Undergraduate Regular & Extension program is located at Mexico Campus near to Wabeshebelle Hotel building 1 office number 2 and 3

Head office near METEC, Oil Libya Gas Station down Roosevelt Street (leading to Sarbet) 300m from Mexico Square the new building, office number 02

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

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

**12. 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 your respective Registrar's Office.

**13. 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
- ✓ Agricultural Economics
- ✓ Project Management
- ✓ Marketing Management
- ✓ Development Economics
- ✓ Computer Science
- ✓ Quality & Productivity Management
- ✓ MBA in Impact Entrepreneurship
- ✓ MA in Social Work

- ✓ MA in Sociology
- ✓ MA in Development Management

**14. Which 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)

**15. What programs does St. Mary's University offer at undergraduate level through Distance modality?**

- ✓ 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

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

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

**17. 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.

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

In the Regular Program - 2 years

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

Please, contact your respective faculty Dean's/Department's, Secretary. Or call SGS Student Support Services Office 0115524503

**20. What is your fax number to send my documents?**

(For Undergraduate Distance Program Students) 0115 528349

**21. Do you have an accreditation for the entire program offered at St. Mary's University from the Ministry of Education (HERQA)?**

Yes, you can get copy of accreditation letter from the Registrar Office also you can see on the office notice board.

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

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

For Distance : 0115 - 50 47 62

For: Undergraduate Regular: 0115 - 53 80 17

For Postgraduate Regular : 0115 - 54 66 69

**23. 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

**24. 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