



KENYATTA UNIVERSITY

TO ALL CEP STUDENTS FOR ALL YEAR GROUPS

COMPLETION OF SECOND TRIMESTER 2019/2020 ACADEMIC YEAR & COMMENCEMENT OF FIRST TRIMESTER 2020/2021 ACADEMIC YEAR

Kenyatta University wishes to inform all CEP continuing students that completion of **Second Trimester 2019/2020 Academic Year** will be between **19th and 24th December, 2020** and that studies for both continuing and newly admitted students for **First Trimester 2020/2021 Academic Year** will commence on 4th January, 2021. Registration, Orientation and actual Learning will be conducted online (VIRTUAL) via the University's Learning Management System (LMS).

PLEASE NOTE THAT EACH NEWLY ADMITTED STUDENT IS REQUIRED TO:

1. Secure a **Laptop/Tablet/iPad** to enable him/her participates in online learning.
2. Register online as per the guidelines provided on the University's website and attach the following documents:
Academic Transcripts/Certificates, National ID/Birth Certificate, NHIF or other medical cover/insurance, proof of fee payment (banking slip) for verification.
3. Complete payment of fees within the official period provided on the University's website.
4. All newly admitted First Year 2020/2021 students are advised to join the continuing groups/cohorts

A. SCHEDULE OF KEY TRIMESTER ACTIVITIES FOR COMPLETION OF SECOND TRIMESTER 2019/2020 ACADEMIC YEAR (CONTINUING STUDENTS ONLY)

19 th – 20 th December, 2020	:	Arrival of Continuing Students at Main Campus
21 st December, 2020	:	Collecting Examination Cards from respective Schools
22 nd – 24 th December, 2020	:	2 nd Trimester Examinations 2019/2020 (December 2019)

B. SCHEDULE OF KEY TRIMESTER ACTIVITIES FOR ALL YEAR GROUPS (CONTINUING STUDENTS AND NEWLY ADMITTED STUDENTS 2020/2021)

4 th – 6 th January, 2021	:	Virtual registration of Newly Admitted First Year 2020/2021*
7 th -13 th January 2021	:	Online Registration of Units for All Year Groups
8 th January 2021	:	Virtual Orientation of Newly Admitted First Year Students 2020/2021 Academic Year
22 nd January, 2021	:	Deadline for Fee Payment
29 th January 2021	:	Deadline for Units Registration & Adjustment
11 th January 2021 to 26 th March 2021	:	Online Teaching and Learning (Both via Google Meet and LMS based online activities)
22 nd – 26 th February 2021	:	Online CATS for All Year Groups
27 th – 28 th March 2021	:	Arrival and Registration of All Year Groups at Main Campus
	:	Verification of documents for newly admitted students
29 th March 2021 – 5 th April 2021	:	Face to Face/ SIT-IN CATS, Practicals/Practicum
6 th April 2021	:	Collecting Examination Cards at respective schools
7 th -9 th April 2021	:	1 st Trimester Examinations 2020/2021 Academic Year

C. REGISTRATION

All newly admitted students will be required to register online within the set registration dates by following steps outlined below:

- i. Log on to Kenyatta University website www.ku.ac.ke
- ii. Click on **Admissions** portal/window.
- iii. Click the **Online Registration** Link and follow the instructions provided for online registration.

D. ONLINE SUBMISSION OF DOCUMENTS FOR NEWLY ADMITTED STUDENTS

All new students **MUST** fill an online registration form (those who have NOT completed) and attach the documents specified below for verification:

- i. Academic Transcripts and Certificates, National ID/Birth Certificate, NHIF or other medical cover/insurance, banking slip for fee payment, passport size photograph.
- ii. **International students:** Identity Card/Passport, banking slip for fee payment, passport size photograph.

Please Note: Presentation of duly filled Joining Instruction Forms and physical verification of original documents will take place when the students REPORT IN MARCH 2021 for Face to Face/ SIT-IN CATS, Practicals/practicum. (27th-28th March 2021)

E. ORIENTATION

Orientation is **mandatory** for all the newly admitted students. It will be done online and will cover the following areas: Address by the Vice-Chancellor and other key University officers, registration for course units, use of online Learning Management System (LMS), Inter/Intra School or Departmental transfers, online teaching and learning, among others.

Students will be required log on to the Kenyatta University website www.ku.ac.ke, open the **Orientation Link** and follow the steps to undergo the online orientation as per timelines/dates provided above.

F. ONLINE LEARNING MATERIALS

All students will be required to secure a Laptop/Tablet/iPad to enable them participate in the online learning activities. The course content/materials have been uploaded online and shall be accessed by any student wherever he/she is, within and outside the country. Students shall be taken through the procedure for accessing Learning Management System as well as online content during the orientation.

Specifications for laptops/Tablets/iPads:

Please visit <http://www.ku.ac.ke/index.php/ku/item/1678-specifications-for-students-laptops> for specifications on Laptops, Tablets and iPads.

G. STUDENT PORTALS

The University has created the following online accounts for each student: corporate email account, student portal account and e-learning account. The log-in credentials to each account will automatically be generated and emailed to each student during registration process.

H. FEE PAYMENT

All students will be required to complete payment of fees within the stipulated period specified in the semester dates. Students who will not have completed paying fees within the set deadline will be required to call-off the semester by writing to the Registrar (Academic). Fees should be paid to any of the accounts provided in the Admission Letters and a copy of the banking slip scanned and sent as guided in the registration process.

I. ONLINE LEARNING AND TEACHING SCHEDULES

- i. All students will be required to participate in virtual lessons (*via* Google Meet Links; accessed from kusoma.ku.ac.ke LMS) of 2 hours per unit per week scheduled for evenings (5:30 pm – 8:30 pm) and /or weekends.
- ii. Asynchronous activities e.g. discussion forum, assignments, quizzes, specific tasks to complete, further reading, etc will take with a minimum of 1 hour per unit per week.
- iii. All students will be expected to adhere to online teaching of which ALL attendance in mandatory and will be submitted to the chairpersons of departments as per the university policy on class attendance.

J. COMMUNICATION/CORRESPONDENCES

Any student who wishes to contact the Office of the Registrar (Academic) can do so via the postal address, emails and mobile telephone numbers provided below.

Students are also expected to visit the University website www.ku.ac.ke to acquaint themselves with all the requirements and detailed information about their studies at the University.

ENQUIRIES AND INFORMATION

For further information, please contact:

The Registrar (Academic), Kenyatta University,
P.O. Box 43844 – 00100, Nairobi

Tel: +254-20-8703061

Email: registrar-acad@ku.ac.ke

Dean, Digital School

Email: dean-dsvol@ku.ac.ke

Mobile: +254 -719739438, +254-708649560

CEP & Open Learning Undergraduate Admissions: Mobile: +254-745231768

E-mail: cep-satellite@ku.ac.ke

Postgraduate & International Undergraduate Admissions: Mobile: +254-780830830

E-mail: admissions-pg@ku.ac.ke

Admissions Customer Care and Call Center: +254-20 8704115/16

E-mail: info.admissions@ku.ac.ke