



**KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)**

INTERNAL MEMO

FROM: REGISTRAR (ACADEMIC)

DATE: 8TH JANUARY, 2019

TO: ALL NEW AND CONTINUING FULL-TIME
AND PART-TIME STUDENTS

REF: KU/RAC/ADMISSIONS/VOL. 2/45 (93)

SUBJECT: SENSITISATION AND TRAINING ON ONLINE REGISTRATION OF UNITS

During the registration of units by students in the 1st Semester 2018/2019, it was noted that some students did not complete the process as per instructions. This left a number of students unregistered. To ensure that this problem does not occur again, **ALL Students** are informed that there will be **sensitization and training sessions on online registration of units** at the **Students Computer labs** during the next two weekends as follows:

- i. Saturday 19th – Sunday 20th January, 2019 from 8.00 am to 3.00 pm;
- ii. Saturday 26th – Sunday 27th January, 2019 from 8.00 am to 3.00 pm

The sensitization and training sessions for the Satellite Campuses will be facilitated by the ICT Technicians on the same dates. Consequently, all students are encouraged to attend the sessions so as to get acquainted with the process of unit registration.

Please note that there will **strictly** be no approval for any case of '**attempted registration**'. Therefore, all students will be expected to ensure that they fully register their units and confirm that they reflect on their portals by the deadline for units' registration.

Thank you.


PROF. ANDANJE MWISUKHA
AG: REGISTRAR (ACADEMIC)

CC:

Vice-Chancellor
Deputy Vice-Chancellor (Academic)
Deans of Schools
Director of Student Affairs
Directors of Campuses
Director, ICT
Chairmen of Departments
Coordinator, Admissions
Online Communication Manager (*Please post
this memo on the website*)

KUSA Chairman
KUSA Academic Secretary
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