

KIBABII UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

INTERNAL MEMO

From: Registrar (AA)

Date: 4th September 2024

To: All Students

Ref: KIBU/ACA/CORR. 128/VOL.1

**SUBJECT: REGISTRATION AND LECTURE ATTENDANCE FIRST SEMESTER
2024/2025 ACADEMIC YEAR**


The above subject refers.

This is to remind **ALL** students to register for the first semester course units and attend all lectures.

Consequently, students are advised to adhere to the following guidelines:

1. **Reporting and Registration:** Each student must complete the official reporting and registration process on the ERP system. The **LAST DAY** of Reporting/Registration will be **Friday 20th September 2024**, the **END OF 20%** of the Semester.
2. **Attendance of Lectures:** All students are required to attend all scheduled Lectures as indicated on the respective student timetable. The **LECTURE PERIOD** will run from **Monday 2nd September to Friday 6th December 2024**.
3. **Fee Payment:** Students are required to complete payment of semester fees in line with the 'Students Fees Policy Clause 4.0'.
4. **Examinations:** Administration of **FIRST SEMESTER EXAMINATIONS** will start on **Monday 9th December 2024 to Friday 20th December 2024**. A detailed examination timetable will be released in due course.

Thank you.



Sr. Dr. Jacklyne Okello Alari
REGISTRAR (ACADEMIC AFFAIRS)

Copy to:

- Vice Chancellor
- Ag. DVC (ASA)
- DVC (AFD)
- Finance officer
- Deans
- In-Charge (Students Affairs)
- CODS

