

KIBABII UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

INTERNAL MEMO

From: Registrar (Academic Affairs)

Date: 19th January, 2026

To: ALL STUDENTS

Ref: KIBU/ACA/RAA/CORR.128/VOL.2

Subject: REPORTING, REGISTRATION OF COURSES ON THE ERP SYSTEM AND LECTURES – SEMESTER TWO 2025/2026 ACADEMIC YEAR

The above subject matter refers.

This is to inform ALL STUDENTS that the Second Semester/Trimester of the 2025/2026 Academic Year will commence on MONDAY, 26TH JANUARY 2026. All students are advised to adhere to the following guidelines:

- 1. Reporting and Registration of Courses:** Each student must complete the official ONLINE reporting and registration process on their STUDENTS' PORTAL on the ERP. The LAST DAY of Reporting/Registration will be Friday, 16th February 2026, END of 20% of the Semester.
- 2. Retake and Repeat of Courses:** All continuing students retaking and/or repeating courses in the programmes available during this session are reminded to submit their requests for consideration by 16th September 2025. Students repeating courses MUST attend lectures as prescribed.
- 3. Lectures:** All students are required to attend all scheduled lectures as indicated on the respective teaching timetables. The LECTURE PERIOD will run from Monday, 26th January to 19th March 2026 (School of Nursing) and, Monday, 26th January to Thursday, 9th April 2026 for the School of Education (SOE), School of Business and Economics (SOBE), School of Computing and Informatics (SCAI), Faculty of Science (FS) and Faculty of Arts and Social Sciences (FASS).
- 4. Blended Mode of Teaching and Learning:** The Semester/Trimester teaching and learning is on a blended mode. All students MUST enroll in the Learning



Management System (LMS) by **16th February 2026** and attend all ONLINE sessions as guided by the respective lecturer. The Directorate of ODeL shall provide the required support.

5. **Fee Payment:** Students are required to complete payment of Fees for the Second Semester/Trimester of 2025/2026 Academic Year in line with 'Student Fees Policy Clause 4.0'.
6. **Examinations:** All students MUST confirm Registration for Examinations by Tuesday, **19th March 2026**, through the individual student portal and print the Examination Card.

Thank you.


Sr. Dr. Jacklyne Okello Alani
REGISTRAR, ACADEMIC AFFAIRS



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- Vice Chancellor
- DVC (ASA)
- DVC (AFD)
- DVC (PPRI)
- Finance Officer
- Deans and Directors
- In-Charge, Student Affairs
- Chairpersons of Department

JOA/lm



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