

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 Alari
REGISTRAR, ACADEMIC AFFAIRS

Copy to:

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

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