

KIBABII UNIVERSITY
OFFICE OF THE DEPUTY REGISTRAR (ACADEMIC AFFAIRS)

INTERNAL MEMO

From: Deputy Registrar (AA)

Date: 17th March 2017

To: ALL Students

Ref: KIBU/ACA/CORR.70/VOL.1

RE: LECTURES – 2ND SEMESTER 2016/2017 ACADEMIC YEAR

This is to **NOTIFY** you that the 2nd Semester Lectures resume from Monday, 20th March 2017 as per the Teaching Timetable on the noticeboards and the University website. ALL Students are expected to report to their respective Lecture Rooms.

The ERP System will be opened from Monday, 20th March 2017 to Friday, 7th April 2017 to allow all students **complete** registration. Please note that mandatory **online** procedure for registration is as follows:

S/NO.	STAGE	ACTIVITY	BY
1.	Online Reporting	<ul style="list-style-type: none">Log on to portalClick session reportingClick create newClick report the term	<ul style="list-style-type: none">Student portal
2.	Finance Payment stage	<ul style="list-style-type: none">Payments via Bank or Electronic payments	<ul style="list-style-type: none">Student Bank paymentsFunding organization
3.	On-line Course Registration	<ul style="list-style-type: none">Click unit registration and register semester courses	<ul style="list-style-type: none">Student

NOTE:- Students who had reported earlier are exempted from this exercise. Further to this ALL Students must **PAY** the Semester fees to be registered.



M.S. Maleche

DEPUTY REGISTRAR (ACADEMIC AFFAIRS)

- Copy to:** - Vice Chancellor
- Deputy Vice Chancellor(A&SA)
- Deputy Vice Chancellor(AF&D)
- Deputy Vice Chancellor(PPR&I)
- Deans/Directors/CoDs/Coordinators/HoDs

MSM/cw



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