

KIBABII UNIVERSITY

INTERNAL MEMO

FROM: Deputy Registrar (AA)

DATE: 11th January 2016

TO: ALL Students

REF: KIBU/ACA/CORR.42/VOL.1(64)

RE: PROCEDURE FOR REGISTRATION

The following is the procedure for registration on Monday 11th January 2016:

Continuing Students 2nd Semester	
STAGE	Requirements
Reporting Stage	Report on ERP System <ul style="list-style-type: none">• Present Student ID Card
Finance Stage	1. Present Bankslip or confirm Mpesa 2. Receive Receipt
Hostel Stage (Resident Students Only)	Allocation of Hostel Room

New Students January Intake 2016 1st Semester	
STAGE	Requirements
Reporting Stage	Report on ERP System <ul style="list-style-type: none">• Present Original Certificates & National ID Card• Present Photocopies of Certificates & National ID Card
ICT Stage	Open University Email
Finance Stage	1. Present Bankslip or confirm Mpesa 2. Receive Receipt
Health Unit Stage	Present Medical Examination Form
Library Stage	Register with Library
ID Photo Stage	Take Student ID Card Photo

M.S. Maleche
Deputy Registrar (Academic Affairs)

Copy to: Ag. Vice Chancellor
Ag. DVC (ARE)
Ag. DVC (PAF)
All Deans/Director/CODs/HODs

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RE: IMPORTANT DEADLINES

This to inform you of the following very important **deadlines** to be observed during the semester.

SN	DEADLINE	SEMESTER ACTIVITY
1	Monday 11 th January 2016	Opening & Registration: <ul style="list-style-type: none">• Reporting and Online Registration• Start of Online Course Registration
2	Tuesday 12 th January 2016	<ul style="list-style-type: none">• Orientation Programme – January 2016 Intake Class• Start of Lectures for All Continuing Students
3	Wednesday 13 th January 2016	Start of Lectures for New Students
4	Friday 29 th January 2016	End of 20% of Semester <ul style="list-style-type: none">• Last Day of Online Registration• Close of Online Course Registration• Circulation of Official Complete Course Class lists to Course Lecturers
5	Friday 18 th March 2016	Close of Payment of Semester fees
6	Monday 21 st March 2016 - Friday 1 st April 2016	Period for Collection of Examination Cards
7	Thursday 14 th April 2016	End of Lectures
8	Friday 15 th April 2016 - Friday 29 th April 2016	Examination Period

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