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KIBABII UNIVERSITY

Office of the Registrar (Academic Affairs)

Memo

From: Registrar (Academic Affairs) **Date:** 24th February, 2022

To: ALL STUDENTS **Ref:** KIBU/ACA/CORR.128/RAA/VOL.1

Subject: REPORTING AND REGISTRATION OF UNITS

Reference is made to the subject matter above.

This is to remind you that it is the responsibility of each and every student to individually report in the ERP system and ensure they register their course units before the lapse of three weeks into a new Semester, which constitutes 20% of the learning schedule.

Consequently, all 1st and 2nd year students should have registered for their course units by **28th February, 2022** while the **3rd and 4th** year students are expected to do the same by **14th March, 2022**.

You are further advised to contact your respective School or Faculty in case you experience challenges during the registration process.

Please note that the portals will be closed after the three-week period and that there will be no extension since the exercise is not pegged on fee payment.

Thank you.



Prof. Ernest S. Mohochi
REGISTRAR (ACADEMIC AFFAIRS)

Copy to:

- Vice Chancellor
- Ag. DVC (ASA)
- DVC (AFD)
- DVC (PPRI)
- Deans of Schools/Faculties
- Dean of Students

Attw-s



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