



MASENO UNIVERSITY

OFFICE OF THE REGISTRAR ACADEMIC AND STUDENT AFFAIRS

NOTICE TO ALL STUDENTS

11th May 2017

RE: REGISTRATION, EXAMINATION AND PAYMENT OF FEES

The 2nd Semester 2016/2017 Academic Year examinations are scheduled to begin from **5th to 23rd June, 2017** for **1st to 3rd Years** and from **24th July to 4th August, 2017** for **4th Years**. To that end you are reminded to take note and comply with the following obligations.

1. Registration

You are expected to have registered for courses online by now and confirmed correct billing through your student portal. If you still have difficulties with online registration, contact the System Administrator in College Campus before **2nd June, 2017**.

2. Payment of Fees

You **MUST** clear all fees owed to the University by **Wednesday 31st May, 2017**. Sitting examination with fee balance is an offence contrary to article 8.4.1 of the Maseno University Regulations for Examinations.

3. Exam card

Examination Cards will be downloaded from the System through the student portal upon clearance of fees as from **17th May, 2017**.

4. Resit cards

You are required to pay Kshs.200 (two hundred shillings) for every Resit examination. Resit cards will be collected from the Office of Registrar, Academic and Students affairs **wing “A”**. Please note that each Resit card will be used for one examination paper and should be surrendered to the invigilator at the end of each examination.

5. Students Identification Cards

Students who have not yet collected their student ID cards should collect them from Registrar Academic and Student Affairs **wing “B”** by **20th May, 2017**.

Be reminded and warned that, **Disciplinary action** shall be taken against any person sitting for examinations with fee balance and without a **valid** Examination card.



Susan Rabare

FOR: REGISTRAR, ACADEMIC AND STUDENT AFFAIRS

Copied: Vice-Chancellor
Deputy Vice-Chancellor, ASA