



**MASENO UNIVERSITY**  
**OFFICE OF THE REGISTRAR, ACADEMIC AND STUDENT AFFAIRS**

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**REGISTRATION GUIDELINES TO NEW STUDENTS**

**Congratulations and welcome to Maseno University!**

For a successful registration process, kindly note the following guidelines:

1. Opening date is 19<sup>th</sup> August, 2019.
2. Students who made fee payment on the day of reporting 19<sup>th</sup> August, 2019 to report at the Academic Help-Desk in the University Boardroom for uploading into the system before proceeding to their various registration venues.
3. Those who made payment earlier than the above date, should report directly to registration venues as indicated below:

SCHOOL	VENUE
<b>Arts &amp; Social Sciences</b> (ACM)(ACR)(ADT)(AFA)(AFR)(AHA) (AID) (AKI) (ALC) (ALI) (AMU) (APH) (ARE) (ATA)(ASA) (ATH) (AGN) (APS) (ACO) (ASW) (AGS)	Millennium Main Hall
<b>Education</b> (ESC) (ESN) (EAR) (EEC) (EFR) (EMU)	Hindocho Hall
<b>Environmental &amp; Earth Sciences</b> (GCC) (GES) (GHW) (GGE) <b>Development &amp; Strategic Studies</b> (DIR) (DDS) (DPS) <b>Public Health &amp; Community Development.</b> (HMB) (HND) (HPH) (HHR)	Graduation Square
<b>Agriculture &amp; Food Security</b> (FAB) (FAE) (FEE)(FAG) (FAN) (FFS) (FHC) (FSP) (FAR) <b>Computing &amp; Informatics</b> (CIM) (CIT) (CCS) (CCT) (CIS)	Millennium Hall 4
<b>Business &amp; Economics</b> (BEC) (BBA) (BPS)(BBE) (BHR) (BMM)(BAF)	Harambee Hall
<b>Physical &amp; Biological Sciences</b> (SBS) (SHE) (SIC) (SAC) (SBT) (SPH) (SHM) (SEM)(STM) <b>Postgraduate</b>	Millennium Hall 2
<b>Mathematics, Statistics &amp; Actuarial Sciences</b> (TAC)(TAS) (TMA) (TMB) TMC)(TME)	Lecture Hall I (One)
<b>Medicine</b> (MML) (MBC)	Physiology Laboratory

**Note:** Abbreviations are prefixes of admission numbers. Please check your admission letter.

4. Students who shall have not downloaded their Admission Letters by reporting date, should visit the office of the Registrar, Academic & Student Affairs, Admissions section.
5. Students are expected to submit **four copies** of completed personal details, declaration, commitment, emergency, medical forms, national ID card/birth certificate, admission letter and KCSE certificate/result slip.
6. **Parents, Guardians and Maseno University Staff** not involved in student registration **ARE NOT ALLOWED** on the queues and in the Registration halls.
7. Cases of Special Needs (hearing, speech, sight, and any physical impairment) should be brought to the attention of the Registrar, ASA at the Help Desk for people living with Disabilities and Hostels Manager.

8. **Please Note:** Maseno University is a corruption free zone; Beware of fraudsters and conmen. DONOT make payment whatsoever to anybody other than Maseno University Account.
9. Meals are available at Siriba & College Campus cafeteria at affordable prices.

***Emergency Numbers/Hotline:***

***Health Services:*** 0729707666/072234146/0776388439

***Student Welfare/Security:*** 0726090444/0720338177/0723227631/0722288347/0713957116

***Director Public Relations:*** 0722633230

***Registrar, ASA:*** 0722406340      ***Coordinator:*** 0733672703

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