



MASENO UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC & STUDENT AFFAIRS

NOTICE TO CONTINUING STUDENTS ON SIGNING OF THE NOMINAL ROLL AND COURSE REGISTRATION

A. Signing of the Nominal Roll

All continuing students on session are reminded to observe the provision of **Article 1.5** of the student Information Handbook on signing of the Nominal Roll and registration of courses.

1. Except for First Year (2020 cohort), all continuing students are expected to sign the nominal roll online in the first week of reporting (**Article 1.5.1**). Steps for signing online nominal roll are as follows:

Log into your student portal and under the Periodic activities select Semester Registration. Ensure you select the right stage e.g. Y1S1, Y2S1 etc. Finally, click on Registration Button.

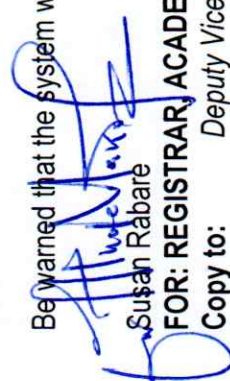
2. Students who have had challenges signing the nominal roll online have up to **10th March, 2021** to register.

Note: Any student who does not sign the nominal roll within the extended period will be considered to have absconded Studies since the system will automatically lock you out.

B. Course Registration

Article 1.5.2 of the Student Information Handbook requires all students to register for courses within the first month of every semester. All continuing students on session are therefore advised to register for courses online by **19th March, 2021** upon **signing of the nominal roll** and **payment of the required fees**.

Be warned that the system will automatically lock these registration stages after the stated periods elapse and that no further extension will be given.


Susan Rabare
FOR: REGISTRAR, ACADEMIC & STUDENT AFFAIRS
Copy to: Deputy Vice-Chancellor, ASA, Deputy Vice-Chancellor, AFD, Deans of Schools, Director, ICTs, Heads of Departments Systems Administrator

