



**MASENO UNIVERSITY**  
**OFFICE OF THE REGISTRAR – ACADEMIC & STUDENT AFFAIRS**

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**NOTICE TO ALL 1<sup>ST</sup>, 3<sup>RD</sup> AND 4<sup>TH</sup> YEAR STUDENTS**

**A. THIRD AND FOURTH YEAR STUDENTS: SIGNING OF NOMINAL ROLL (SEMESTER REGISTRATION), FEE PAYMENT AND REGISTRATION OF COURSES FOR SEMESTER ONE (Y3S1 & Y4S1), 2021/2022 ACADEMIC YEAR**

The First Semester (2021/2022) Academic Year for Third Fourth Year students (2019 and 2018 cohorts respectively) in all campuses shall commence on 3<sup>rd</sup> January, 2022. You are therefore required to **report and attend lectures promptly**, sign the nominal roll online (semester registration), pay fees and register for courses.

Students are further required to comply as follows:

**1. Signing of nominal roll (semester registration)**

All Third and Fourth Year students on session in all campuses are required to **sign** the nominal roll by **10<sup>th</sup> January, 2022** as per clause 1.5.1 of student Handbook which states that, "All students must sign the nominal roll online within first week of every semester. **Failure to which you will be considered to have absconded studies.**

**2. Registration of courses and fee payment**

All Third and Fourth Year students in all campuses are required to register for the courses by **3<sup>rd</sup> February, 2022** as per clause 1.5.2 of the student Handbook which states that, "All students must register for the courses/units that they are expected to do examinations in at the end of that semester, within first month of every semester, upon payment of at least 50% of the total fees for that semester. The system will automatically lock this stage after the stated period elapses."

**NOTE: The system is currently open for 3<sup>rd</sup> and 4<sup>th</sup> Year students to sign the nominal roll online**



**B. FIRST YEAR STUDENTS: SIGNING OF NOMINAL ROLL (SEMESTER REGISTRATION), FEE PAYMENT AND REGISTRATION OF COURSES FOR SEMESTER TWO (Y1S2), 2021/2022 ACADEMIC YEAR**

The Second Semester (2021/2022) Academic Year for First Year students (2021 cohort in Campuses will commence on 3<sup>rd</sup> January, 2022. You are therefore required to **report and attend lectures promptly**, sign the nominal roll online (semester registration), pay fees and register for courses as.

All First Year Students are advised that due to concurrent running of two semesters, you will be required to sign the nominal roll a week after opening as indicated below.

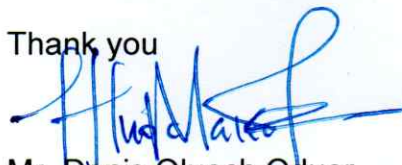
**3. Signing of nominal roll (semester registration)**

All First Year students in all campuses will be expected to **sign** the nominal roll between **11<sup>th</sup> January and 17<sup>th</sup> January, 2022** as per clause 1.5.1 of student Handbook which states that, "All students must sign the nominal roll online within first week of every semester. **Failure to which you will be considered to have absconded studies.**

**4. Registration of courses and fee payment**

All First Year students in all campuses will be required to register for courses by **3<sup>rd</sup> February, 2022** as per clause 1.5.2 of the student Handbook which states that, "All students must register for the courses/units that they are expected to do examinations in at the end of that semester, within first month of every semester, upon payment of at least 50% of the total fees for that semester. The system will automatically lock this stage after the stated period elapses."

Thank you



Mr. Denis Oluoch Oduor

**FOR: REGISTRAR, ACADEMIC & STUDENT AFFAIRS**

