



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

**NOTICE TO ALL CONTINUING STUDENTS**

**RE: SIGNING OF NOMINAL ROLL (SEMESTER REGISTRATION), FEE PAYMENT  
AND REGISTRATION OF COURSES**

The First Semester of the 2023/2024 Academic Year, for continuing students in all Campuses commences on Monday 21<sup>st</sup> August 2023. You are therefore **REQUIRED** to pay fees, register for the semester and courses.

You are further required to comply with the following timelines:

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

All continuing students are expected to **sign** the nominal roll by **28<sup>th</sup> August, 2023** as per clause 1.5.1 of the student Handbook which states that, "All students must sign the nominal roll online within first week of every semester. The system will automatically lock this stage after the stated period elapses

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

All students are required to register for the courses by **23<sup>rd</sup> September, 2023** 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: (i) Students who do not sign the nominal, pay fees and register for courses within the stipulated deadlines will not appear on the class attendance list and the examination checklist hence will not be allowed to sit for examinations.**

**(ii) Any student who experiences any challenge with registration to report to the Office of the Registrar, ASA wing B or Systems Administrator within the various registration timelines to avoid being locked out.**

Thank you

Mr. Denis Oluoch Oduor

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

