



MASENO UNIVERSITY
OFFICE OF THE REGISTRAR – ACADEMIC & STUDENT AFFAIRS

FROM: Registrar, ASA

DATE: 8th December, 2023

TO: All First Year Students

REF: MSU/ACA/SGC/55 VOL.III

RE: COURSE REGISTRATION FOR YEAR ONE, SEMESTER ONE, 2023/2024 ACADEMIC YEAR

All students are expected to have registered for the semester (nominal registration), paid fees and undertaken course registration as required by the University Policy on Registration and Payment of Fees. We have, however, noticed that a majority of **First Year students** have not undertaken course registration and therefore may not be eligible for examinations scheduled to begin on 4th January, 2024.

You are therefore reminded to dutifully carry out your academic and financial responsibilities to the University within the set deadlines to avoid inconveniences. Please be notified as follows:

1. That the platform (portal) for course registration will be activated for registration from **15th to 22nd December, 2023**.
2. That students, who have not undertaken courses registration to register within the timelines provided.
3. That **you** are required to complete payment of semester fees and register for examinations four weeks before the start of semester examinations as required by **clause 2.4 of the Common Rules and Regulations for examinations**.
4. That students who will not have registered by **22nd December, 2023** will not be eligible to sit for examinations.

You are advised to visit the Office of the Registrar, ASA wing B or Systems Administrator in case of any challenges with registrations before the deadline.

Thank you

A handwritten signature in blue ink, appearing to read 'Rose Chiaji'.

Ms. Rose Chiaji

REGISTRAR, ACADEMIC & STUDENT AFFAIRS

Copy to: Vice-Chancellor,
Deputy Vice-Chancellor ASA
Deputy Vice-Chancellor, AFD
Deans of Schools
Director, Kisumu Campus
Director, Odera Akango Campus
Director, ICT
Director, Student Affairs
Chairmen of Departments
Finance Officer

