



MASENO UNIVERSITY
OFFICE OF THE REGISTRAR, ACADEMIC & STUDENT AFFAIRS

COURSE REGISTRATION AND SIGNING OF THE NOMINAL ROLL

A. Signing of the Nominal Roll

All students 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. All First Year students who had not signed the physical nominal roll are reminded for the last time to do so by **Monday 1st February, 2021** in the Office of the Registrar, Academic & Student Affairs, wing B. Any student who fails to sign the nominal roll is not a *bonafide* student of Maseno University.

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 are therefore advised to register for courses online by **24th February, 2021** upon signing of the nominal roll and payment of the required fees.

The deadline for course registration for First Year (2020 cohort) who had not completed the exercise is **5th February, 2021**.

All students are advised to adhere to the deadline.

Susan Rabare

FOR: REGISTRAR, ACADEMIC & STUDENT AFFAIRS

