MASENO UNIVERSITY
OFFICE OF THE REGISTRAR – ACADEMIC & STUDENT AFFAIRS

FROM: Registrar, ASA
TO: All Students

DATE: 9th March, 2023
REF: MSU/ACA/SGC/55 VOL.III

RE: **SIGNING OF NOMINAL ROLL, FEE PAYMENT, REGISTRATION FOR COURSES AND RESIT EXAMINATION FOR SEMESTER TWO, 2022/2023 ACADEMIC YEAR**

The University Policy on Payment of Fees and Registration for courses requires students to have registered for the semester (nominal registration), paid fees and done course registration. It has however been noted that some students have not registered for the semester (nominal) and therefore could not register for courses.

We remind all students to dutifully carry out their academic and financial responsibilities to the University within the set deadlines to avoid inconveniences. You are therefore notified as follows:

1. That both semester and course registration platforms will be activated for registration from **10th to 17th March, 2023**.
2. That students, who have not registered for the semester and courses to register within the timelines provided.
3. That students, who intend to take resit examinations in the semester to register from **10th to 17th March, 2023**.
4. That students, who will have not registered by **17th March, 2023** are advised to defer studies until next academic year.
5. That all students 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 Maseno University Student Information Handbook.

You are advised to visit the Office of the Registrar, Academic and Student Affairs 'Wing B' or Systems Administrator, incase of any challenges with the registrations before the deadline.

Thank you

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