



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

**FROM:** Registrar, ASA

**DATE:** 9<sup>th</sup> January, 2024

**TO:** 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Year Students

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

**RE: SIGNING OF NOMINAL ROLL, FEE PAYMENT AND REGISTRATION OF COURSES (SEMESTER TWO, 2023/2024 ACADEMIC YEAR)**

The 2<sup>nd</sup> Semester for 2023/2024 Academic Year commenced on 8<sup>th</sup> January, 2024. All students on session are required to sign the nominal roll online, pay fees and register for courses within the deadlines indicated below.

**1. Signing of nominal roll**

All students on session are expected to have signed the nominal roll by **16<sup>th</sup> January, 2024** 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. **Those students who do not sign the nominal roll will be considered to have automatically absconded studies for the semester in consideration.**

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

All students on session are also required to have registered for the courses by **9<sup>th</sup> February, 2024** 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 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."

**3. Registration for examinations and resits**

All candidates **who wish to sit for** examinations/resits shall be required to register for each paper they intend to sit for and pay the required fees and the University dues, at least four weeks before the beginning of the University examinations. **No candidate shall be allowed to sit for a paper for which she/he has not completed payment of fees (clause 8.4.1)**

**N/B:** (i) Any student who does not sign the nominal roll, pay fees and register for courses within the stipulated deadlines will not appear on 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**

**Copy to:**

Vice-Chancellor, Deputy Vice-Chancellor ASA  
Deputy Vice-Chancellor, AFD  
Deans of Schools  
Director, Kisumu Campus  
Director, Odera Akango Campus  
Director, ICT  
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