



MASENO UNIVERSITY
OFFICE OF THE REGISTRAR – ACADEMIC & STUDENT AFFAIRS

NOTICE TO ALL STUDENTS

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

The Second Semester of the **2024/2025** Academic Year in all Campuses commences on 3rd February, 2025. You are **REQUIRED** to pay fees, register for the semester and register for courses.

Students are further required to comply as follows:

1. Signing of nominal roll (semester registration)

All continuing students will be expected to **sign** the nominal roll by **10th February, 2025** 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

Note: Semester registration **DOES NOT** require any fee.

2. Registration of courses and fee payment

All students are required to register for the courses by **3rd March, 2025** 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) Any student who does 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

