



# MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

## NOTICE

FROM: REGISTRAR-ASA

REF: MksU/REG-ASA/OC/VOL1

TO: ALL CONTINUING STUDENTS

DATE: 30<sup>TH</sup> NOVEMBER 2021

SUBJECT: REGISTRATION OF UNITS

It has come to the attention of the Office of the Registrar-ASA that a large number of students have not registered for their Units for the September-December, 2021 semester despite having completed paying fees.

This is therefore to inform you that the student portal shall be open from **Mid-night, Wednesday, 1<sup>st</sup> December, 2021 to Mid-night, Friday, 3<sup>rd</sup> December, 2021** to enable individual students to register for their units and generate exam cards. Students with fees balances to ensure they clear so as to be able to register for their units. Please note that, **no more extension shall be allowed and there will be no manual registration of units.**

All students are required to adhere to the Ministry of Health guidelines and protocols of frequent hand washing, proper wearing of face masks and maintaining social distance at all times.

Thank you.



PROF. EZRA ONDARI OKEMWA, PH.D.  
REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

Cc.

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|---------------------------------|---------------------------|
| 1. Vice Chancellor              | 7. Deputy Registrar (ASA) |
| 2. Deputy Vice Chancellor (ASA) | 8. ICT Directorate        |
| 3. Deputy Vice Chancellor (APF) | 9. Deans of Schools       |
| 4. Deputy Vice Chancellor (RIL) | 10. CODs                  |
| 5. Chief Finance Officer        | 11. SAMU Leaders          |
| 6. Dean of Students             |                           |

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