



# MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

## NOTICE

FROM: REGISTRAR (ASA)

REF: MksU/REG-ASA/OC/VOL.2

TO: ALL STUDENTS

24<sup>TH</sup> JANUARY 2025

**SUBJECT: COMMENCEMENT OF JANUARY-MAY 2025 SEMESTER**

The above subject refers.

The exams for September/December 2024 semester was scheduled to end on **Friday 24<sup>th</sup> January 2025**.

The 2<sup>nd</sup> Semester for 2024/2025 Academic year will commence on **Monday 27<sup>th</sup> January to Friday 16<sup>th</sup> May 2025**.

You are hereby reminded to abide by the following:

1. Self-session report into the ERP system through your student portal. This process is free of charge and does not require you to have paid fees.
2. Mandatory requirement for registration of Units. This requires payment of not less than 75% of fees, and enables you to also access the online classes.
3. Payment of 100% semester's fees by the 5<sup>th</sup> week of the semester as per the fees payment policy

Kindly comply with the fees payment policy and ensure that the aforementioned processes are adhered to by **Tuesday 4<sup>th</sup> March, 2025** to avoid inconveniences.

  
**PATRICK OKEMBA**

**A.G. REGISTRAR (ACADEMICS AND STUDENTS AFFAIRS)**

Cc.

- |                                 |                                 |
|---------------------------------|---------------------------------|
| 1. Vice Chancellor              | 7. Deans of Schools             |
| 2. Deputy Vice Chancellor (ASA) | 8. CODs                         |
| 3. Deputy Vice Chancellor (APF) | 9. Student Leaders              |
| 4. Deputy Vice Chancellor (RIL) | 10. ICT Directorate             |
| 5. Chief Finance Officer        | 11. Director, Security Services |
| 6. Dean of Students             | 12. Examinations office         |

PO/jmg

