



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

NOTICE

FROM: REGISTRAR-ASA

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

TO: ALL CONTINUING STUDENTS

DATE: 14TH FEBRUARY, 2025

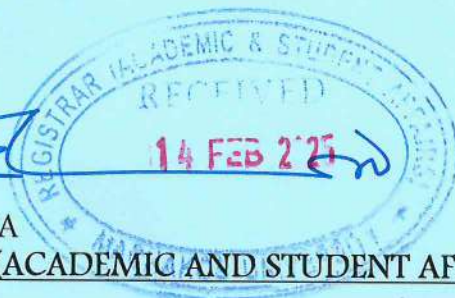
SUBJECT: REPORTING, UNIT REGISTRATION AND FEES PAYMENT

It has come to the attention of the Office of the Registrar ASA that many students have not yet reported in the system, paid fees and registered their units for the current semester. This notice serves to inform all the continuing students to report in the system, pay fees and register units for the current semester on or before **Friday 28th February 2025**.

Students are informed that those who will not have paid 75% of fees within the first five weeks of the semester will not be able to sit for CATs nor write examinations.

Kindly note that, lack of a smart phone should not be used as an excuse for not reporting. Reporting can be done at the University Library or from any cyber cafe.

Kindly comply.



PATRICK OKEMBA

A.G. REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

Cc.

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|-----------------------------------|---------------------------------------|
| 1.Vice Chancellor-to note on file | 7.Deputy Registrar (ASA) |
| 2.Deputy Vice Chancellor (ASA) | 8.Snr. Assistant Registrar-Admissions |
| 3.Deputy Vice Chancellor (APF) | 9.Deans of Schools |
| 4.Deputy Vice Chancellor (RIL) | 10.CODs |
| 5.Chief Finance Officer | 11.Student Leaders |
| 6.Dean of Students | 12.ICT Directorate |
| | 13.Director, Security Services |

PO/ jmg

