

KARATINA UNIVERSITY

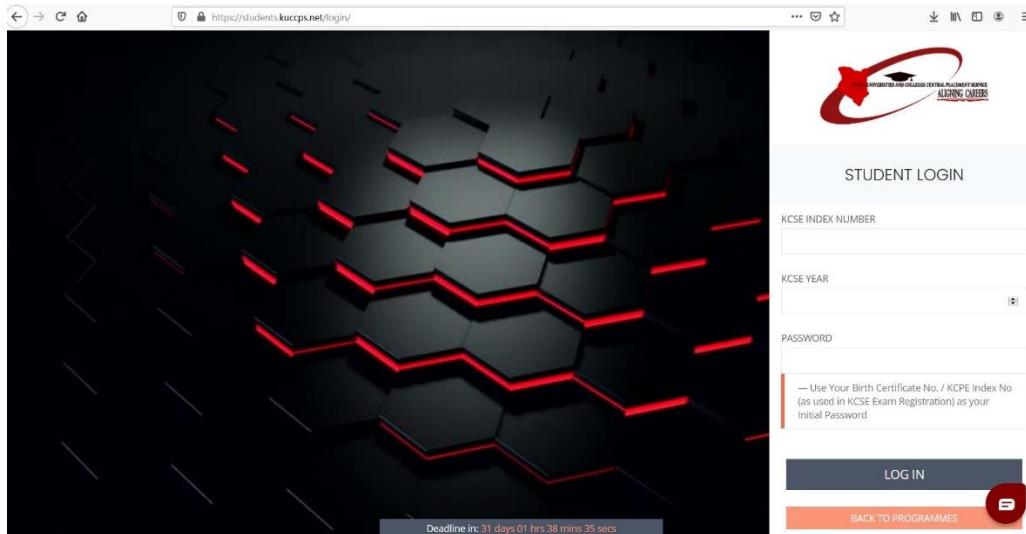
OFFICE OF THE REGISTRAR (ARSA)

KUCCPS STUDENTS 2020/2021 ACADEMIC YEAR

PROCEDURE FOR CHANGE OF PROGRAMME

Step 1

Visit KUCCPS website by clicking on this link <https://students.kuccps.net/login/> or typing <https://students.kuccps.net/login/> in your Web Browser.



STUDENT LOGIN

KCSE INDEX NUMBER

KCSE YEAR

PASSWORD

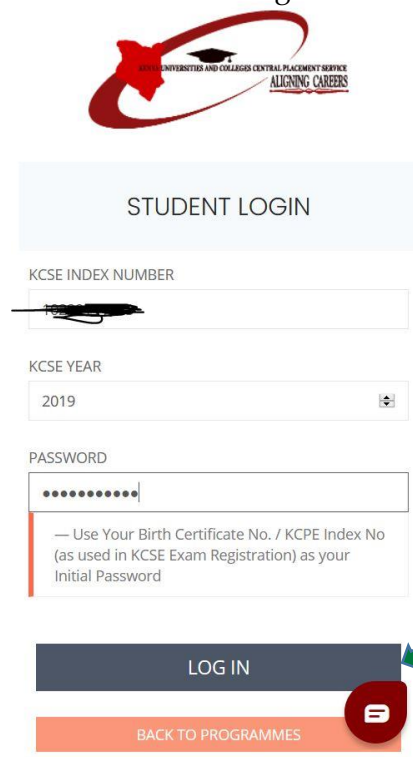
— Use Your Birth Certificate No. / KCPE Index No (as used in KCSE Exam Registration) as your Initial Password

LOG IN

BACK TO PROGRAMMES

Step 2

Enter your KCSE Index number as you're the Username and the Birth Certificate Number or the KCPE Index Number as the Password. The KCSE Year is 2019. Then click Log In.



STUDENT LOGIN

KCSE INDEX NUMBER

KCSE YEAR

2019

PASSWORD

— Use Your Birth Certificate No. / KCPE Index No (as used in KCSE Exam Registration) as your Initial Password

LOG IN

BACK TO PROGRAMMES

Step 3

On the KUCCPS Dashboard note down the subjects you sat for at KCSE. You will be required to write the subject names in full when filling the Change of Programme Form (Section 5). The order of the subject matters and thus ought to be filled in the same order.

NB: Degree Clusters are from Cluster 1 to Cluster 23. Any Cluster with 0.000 means you are not qualified to do programmes under the same cluster.

Dashboard Institutions Programmes Application/Revision Course Basket Transfers Downloads

Dashboard

CONGRATULATIONS!

1091244

BACHELOR OF INFORMATION TECHNOLOGY

STUDENT DETAILS

NAME	YEAR/INDEX NUMBER	GENDER	CITIZENSHIP
MWANGI	2019	M	C

DEGREE CLUSTER WEIGHTS

Cluster 1	Cluster 2	Cluster 3	Cluster 4	Cluster 5	Cluster 6	Cluster 7	Cluster 8
28.601	28.601	28.601	24.974	0.000	28.601	24.974	26.715
Cluster 9	Cluster 10	Cluster 11	Cluster 12	Cluster 13	Cluster 14	Cluster 15	Cluster 16
26.715	0.000	24.974	26.938	0.000	0.000	0.000	28.117
Cluster 17	Cluster 18	Cluster 19	Cluster 20	Cluster 21	Cluster 22	Cluster 23	
0.000	0.000	0.000	0.000	0.000	28.415	25.820	

KCSE RESULTS

MEAN GRADE						AGP	
C+						49	
101 ENG	102 KIS	121 MAT A	232 PHY	233 CHE	311 HAG	313 CRE	565 BST
C+	C+	A	D	D	C	B+	C+

Deadline in: 31 days 01 hrs 35 mins 57 secs

Step 4

On the Dashboard, click the Institution Button (4a). Search for Karatina University (KARU) in the window that will open up and click on Karatina University Link. The Karatina University Page loads (4b).

Dashboard Institutions Programmes Application/Revision Course Basket Transfers Downloads

Dashboard

CONGRATULATIONS!

1091244

BACHELOR OF INFORMATION TECHNOLOGY

STUDENT DETAILS

NAME	YEAR/INDEX NUMBER	GENDER	CITIZENSHIP
MWANGI	2019	M	C

DEGREE CLUSTER WEIGHTS

Cluster 1	Cluster 2	Cluster 3	Cluster 4	Cluster 5	Cluster 6	Cluster 7	Cluster 8
28.601	28.601	28.601	24.974	0.000	28.601	24.974	26.715
Cluster 9	Cluster 10	Cluster 11	Cluster 12	Cluster 13	Cluster 14	Cluster 15	Cluster 16
26.715	0.000	24.974	26.938	0.000	0.000	0.000	28.117
Cluster 17	Cluster 18	Cluster 19	Cluster 20	Cluster 21	Cluster 22	Cluster 23	
0.000	0.000	0.000	0.000	0.000	28.415	25.820	

KCSE RESULTS

MEAN GRADE						AGP	
C+						49	
101 ENG	102 KIS	121 MAT A	232 PHY	233 CHE	311 HAG	313 CRE	565 BST
C+	C+	A	D	D	C	B+	C+

Deadline in: 31 days 01 hrs 35 mins 57 secs

(4b) Check your Cluster Weight (4bi) for the subject you want to change to then compare it to the 2019 Cut Off Points (COP) (4b(ii)).

NB: To know if you have qualified for the new programme, your Weighted Cluster Point (WCP) should be equal to or greater than the 2019 Cut Off Points (COP). For instance, the sample student below is **NOT Qualified** for Bachelor of Education (Arts) but is **Qualified** for Bachelor of Science in Information Sciences

PROGRAMMES ON OFFER FOR 2020/2021 CYCLE

#	PROGRAMME CODE	PROGRAMME NAME	2019 CUTOFF	2018 CUTOFF	2017 CUTOFF	2016 CUTOFF	2015 CUTOFF	CLUSTER WEIGHT	ACTIONS
1	1244107	BACHELOR OF SCIENCE IN ACTUARIAL SCIENCE	28.875	30.631	-	37.066	37.456	26.938	ADD
2	1244112	BACHELOR OF SCIENCE IN BIOCHEMISTRY	26.909	25.111	-	25.547	-	24.974	ADD
3	1244115	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	30.957	29.089	30.589	32.948	34.296	26.715	ADD
4	1244120	BACHELOR OF SCIENCE	23.926	23.293	-	21.917	23.000	24.974	ADD
5	1244132	BACHELOR OF SCIENCE IN NURSING	37.246	32.639	-	-	-	0.000	ADD
6	1244135	BACHELOR OF EDUCATION (ARTS)	30.098	27.867	25.073	30.594	32.340	28.415	ADD
7	1244136	BACHELOR OF ARTS IN CRIMINOLOGY, CRIMINAL JUSTICE AND PUBLIC SAFETY	26.669	25.956	25.445	29.407	33.490	28.601	ADD
8	1244137	BACHELOR OF EDUCATION (SCIENCE)	33.863	31.680	29.145	32.456	31.268	28.415	ADD
9	1244146	BACHELOR OF ECONOMICS	23.878	23.785	28.915	29.645	36.667	26.938	ADDED
10	1244150	BACHELOR OF SCIENCE IN INFORMATION SCIENCES	24.622	24.370	-	24.056	30.586	28.601	ADD
11	1244151	BACHELOR OF BUSINESS MANAGEMENT	24.658	24.640	24.773	25.544	34.831	28.601	ADD
12	1244157	BACHELOR OF TOURISM MANAGEMENT	24.892	24.625	-	24.307	27.518	28.601	ADD
13	1244164	BACHELOR OF SCIENCE IN APPLIED STATISTICS WITH COMPUTING	27.317	27.538	24.219	25.114	33.419	26.938	ADD
14	1244171	BACHELOR OF ARTS IN COMMUNITY DEVELOPMENT	24.436	24.436	-	-	23.000	28.601	ADD
15	1244185	BACHELOR OF SCIENCE IN HORTICULTURAL SCIENCE & MANAGEMENT	30.134	36.706	-	22.240	23.000	0.000	ADD
16	1244189	BACHELOR OF HUMAN RESOURCES MANAGEMENT	-	-	26.582	28.594	35.060	28.601	ADD

4b(i)

4b(ii)

Step 5

Check if you meet the minimum subject requirement. To access the subject link, click on your New Programme Name Link to open the Programme Subjects requirement. 5b shows the minimum subject requirement per programme.

NB: Some subject can list multiple subjects. Check to see if you meet the subject requirements plus the cluster requirement before you fill the Change of Programme Form.

Dashboard
Institutions
Programmes
Application/Revision
Course Basket
Transfers
Downloads

Filter
Type
Group

BACHELOR OF SCIENCE IN INFORMATION SCIENCES
Cluster 2 - Business & Related
View Available Institutions

MINIMUM ENTRY REQUIREMENTS
MINIMUM SUBJECT REQUIREMENTS

CLUSTER SUBJECT 1	ENG / KIS	SUBJECT 1	MAT A / MAT B	C
CLUSTER SUBJECT 2	MAT A / MAT B			
CLUSTER SUBJECT 3	BIO / HAG / PHY / GEO / CHE / CRE / BIO / IRE / GSC / HRE			
CLUSTER SUBJECT 4	BIO / PHY / CHE / BIO / GSC / HAG / GEO / CRE / IRE / HRE / HSC / ARD / AGR / WW / MW / BC / PM / ECT / DRD / AVT / CMP / FRE / GER / ARB / KSL / MUC / BST			

NOTE: A subject may only be considered **ONCE** in this section

AVAILABLE PROGRAMMES

INSTITUTION	PROGRAMME CODE	PROGRAMME NAME	2019 CUT-OFF	2018 CUT-OFF	2017 CUT-OFF	2016 CUT-OFF	2015 CUT-OFF	CLUSTER WEIGHTS	+/- BASKET
CU	1105233	BACHELOR OF SCIENCE IN INFORMATION SCIENCE	24.469	24.488	24.706	24.261	30.190	28.601	ADD
CU	1096150	BACHELOR OF SCIENCE IN INFORMATION SCIENCES	-	-	-	24.377	23.000	28.601	ADD

Deadline in: 31 days 01 hrs 25 mins 22 secs

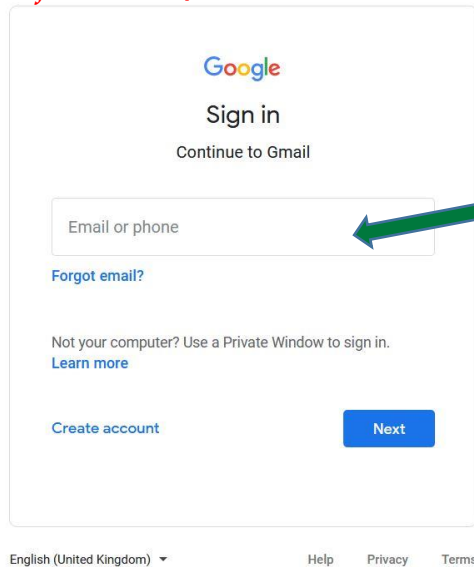
5a

5b

Step 6

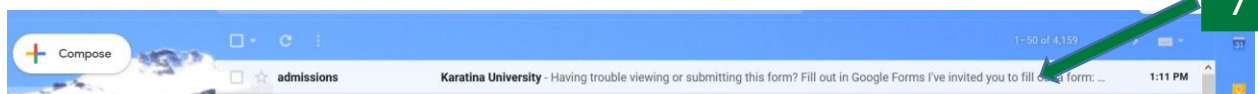
Login in your Personal Email. Compose a new email by writing to students desk@karu.ac.ke to request for the Change of Programme Form.

NB: You will only be sent the link to the Change of Programme Form if you have fully registered for the 2020/2021 Academic Year.

A screenshot of the Google Sign-in page. At the top is the Google logo, followed by 'Sign in' and 'Continue to Gmail'. Below this is a text input field labeled 'Email or phone'. To the left of the input field is a green arrow pointing to it, originating from a green box with the number '6'. Below the input field are links for 'Forgot email?', 'Not your computer? Use a Private Window to sign in.', and 'Learn more'. At the bottom are links for 'Create account' and a blue 'Next' button. The footer shows 'English (United Kingdom)', 'Help', 'Privacy', and 'Terms'.

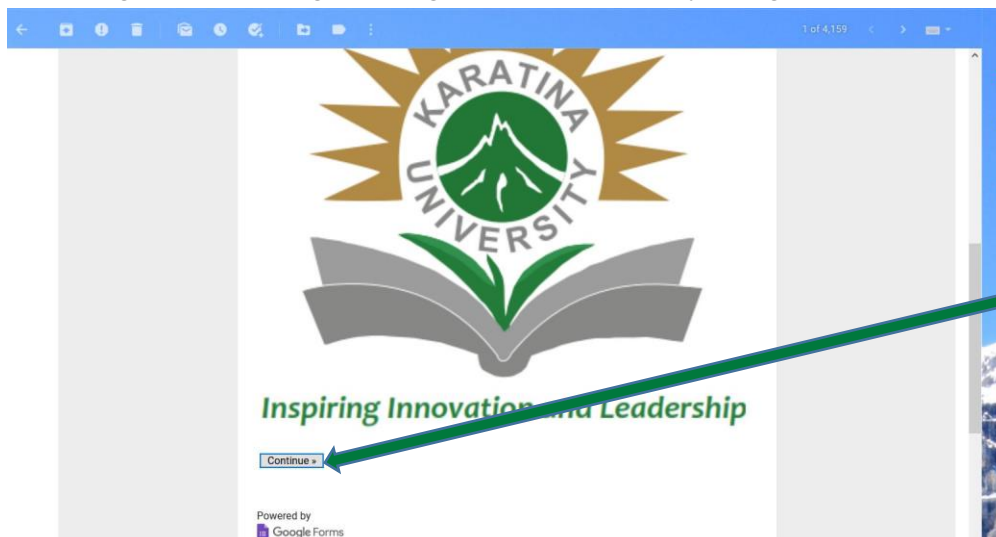
Step 7

Check your inbox for the Link for accessing the Change of Programme Form. Click to open the Change of Programme Invite.



Step 8

Click on the Continue Button on the email page that opens up. This will take you to the Google Form Page 1. The Change of Programme Form is only 9 pages.



Step 9

Page 2. Read the instructions and click next button to access Section 1.

Our Vision
To be a University of global excellence, meeting the dynamic needs and development of society.

Our Mission
To conserve, create and disseminate knowledge through, training, research, innovation and community outreach.

Our Programmes
Professional Certificates, Certificate, Diploma, Undergraduate, Masters and PhD programmes

Karatina University

Request for Change of Programme Form

Dear KUCCPS 2020/2021. Congratulation for your admission at Karatina University. This Form is intended for the students who wish to change from the programme they have been admitted and registered to another programme they have qualified for.

You are required to fill Section 1-5.

[Back](#) [Next](#)

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Step 10

Section 1: Student Details. Fill out page three (3) correctly and click next to go to Section 2

Our Vision
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Our Mission
To conserve, create and disseminate knowledge through, training, research, innovation and community outreach.

Our Programmes
Professional Certificates, Certificate, Diploma, Undergraduate, Masters and PhD programmes

Karatina University

*** Required**

Section 1: Students Details

Fill in the information as it is in your Admission Letter

Students Name *
Surname, Middle Name, Last Name

Your answer

Registration Number *

Your answer

Surname, Middle Name, Last Name

Your answer

Registration Number *

Your answer

Phone number *

Your answer

Email Address *

Your answer

[Back](#) [Next](#)

Page 3 of 9

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Step 11

Section 2. Programme Details. Fill out page four (4) correctly and click next button to access Section 3.

Karatina University

* Required

Section 2: Programme Details

Please note that the criteria used to know you are qualified is based on two items;
a) Your Weighted Cluster Points (WCP) which is checked against the Cut Off Points (COP). WCP should be equal to or greater than COP for you to qualify.
b) Minimum subject requirements. E.g. Bachelor of Education (Arts) requires a minimum of Mathematics D+, English C Plain and C+ in the two teaching subjects.

Which Programme have you been admitted to? *

Your answer

Which School is offering the programme? *

☐ School of Agriculture and Biotechnology

☐ School of Business

☐ School of Education and Social Sciences

☐ School of Natural Resources & Environmental Studies

☐ School of Pure and Applied Sciences

☐ School of Nursing

Which programme do you wish to change to? *

Your answer

Offered in the School of? *

☐ School of Agriculture and Biotechnology

☐ School of Business

☐ School of Education and Social Sciences

☐ School of Natural Resources & Environmental Studies

☐ School of Pure and Applied Sciences

☐ School of Nursing

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Step 12

Section 3. Page five (5).

Read the Terms and Conditions of the Change of Programme and fill in the KUCCPS Username and KUCCPS Password as required. Then click next button to access Section 4.

Karatina University

* Required

Section 3: Terms & Conditions

1. You will be disqualified if you submit application for transfer into more than one course.
2. It is criminal offence which shall lead to disciplinary action and may further lead to criminal proceedings in the Court of Law, if you give falsified information of your KCSE results.
3. Your KUCCPS Login details are mandatory. Please fill in the section below.

KUCCPS Login Username: *

Your answer

KUCCPS Login Password: *

Your answer

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Step 13

Section 4. Page 6.

Truthfully enter the KCSE Mean Grade and Full Subject Names and grades as listed in KUCCPS Portal or on your KCSE Result Slip/Certificate. Click next button to access Section 5.

NB: 1. (Refer to Step 3 above for 13a)
2. (Refer to Step 4 above for 13b and 13c)

Karatina University
* Required

Section 4: KCSE Results

Fill in the subjects as listed in your KCSE Result Slip/ Certificate

Mean Grade *

C

Subjects and Grades (Fill the text box with full Subject Name and the Grade attained respectively) Press Enter for aligning each subject. *

English A-
Kiswahili A
Mathematics B+
Chemistry B+
Physics C+
Biology B
Geography B-
Arts & Design A-

Arts & Design A-

New Programme Student's Weighted Cluster Points (WCP) as indicated in your KUCCPS portal. *

32.365

New Programme Cut of Point (CoP) as indicated in your KUCCPS portal. *

33.35

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Page 6 of 9

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13a

13b

13c

Step 14

Section 5: Declaration. Page 7.

Sign your form by entering your Registration Number (14a). Indicate the date for submitting the Change of Programme Form. Click Submit Button (14b) to submit your Change of Programme Form.

NB: You will be notified when the Change of Programme letter is ready for collection.

Karatina University
* Required

Section 5: Declaration

I declare that I have read and understood the terms & condition herein and that the information I have given in this Form is true and correct.

Registration Number *

Your answer

Date *

MM DD YYYY

/ /

Back Submit

Page 7 of 9

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14a

14b