

KARATINA UNIVERSITY
OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)

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P.O. Box 1957- 10101, KARATINA

INTERNAL MEMO

From: Registrar (AA)

Date: 13th September 2021

To: 2021/2022 First Year Students

Ref: KarU/Rg.AA/ 1/Vol. 8

RE: CHANGE OF PROGRAMME IN 2021/2022 ACADEMIC YEAR

This is to notify all First Year Students in the 2021/2022 Academic Year who seek to change programme initially placed that they submit requests from **Monday, 13th September to Friday, 24th September 2021** Requests will be submitted through:

- 1) Logging to the link: <https://forms.gle/SH89BWpjoUe7XTru7>
- 2) A form will appear for the following details to be provided
 - a) **Registration Number;**
 - b) **Student Name;**
 - c) **Current Programme;**
 - d) **Preferred Programme;**
 - e) **KCSE Index Number and;**
 - f) **KUCCPS Login Password** (*This is either KCPE password or Birth Certificate Number*);
- 3) Submit the filled form.

Request for change of programme shall **Only be Approved** on the following conditions:

- 1) The student has completed registration to the programme they have been admitted to;
- 2) The student has met **KUCCPS Cluster Points** of the programme he/she seeks to change to;
- 3) The student has met **specific programme Professional Requirements** including; Teachers Service Commission, Kenya Nutrition and Dietetics Institute and Nursing Council and;
- 4) There is a **vacancy in the programme intended to change.**

NB:

- 1) **Students are required to consult their respective Schools to ensure they make requests to programmes they qualify for Change.**
- 2) Results for Change of Programme will be communicated on **Wednesday, 29th September 2021 at the Respective Schools.**
- 3) All students are advised to commence classes in their current programmes till results of their requests are available on **Wednesday, 29th September 2021.**

Thank you.



Dr. Wangari Gathuru
Registrar (Academic Affairs)

Cc Vice Chancellor
Deputy Vice Chancellor (ARSA)
Deputy Vice Chancellor (PFA)
Registrar (P&A)
Ag. Finance Officer
Deans of Schools
Ag. Director ICT
Assistant Dean of Students
School Administrative Assistants

