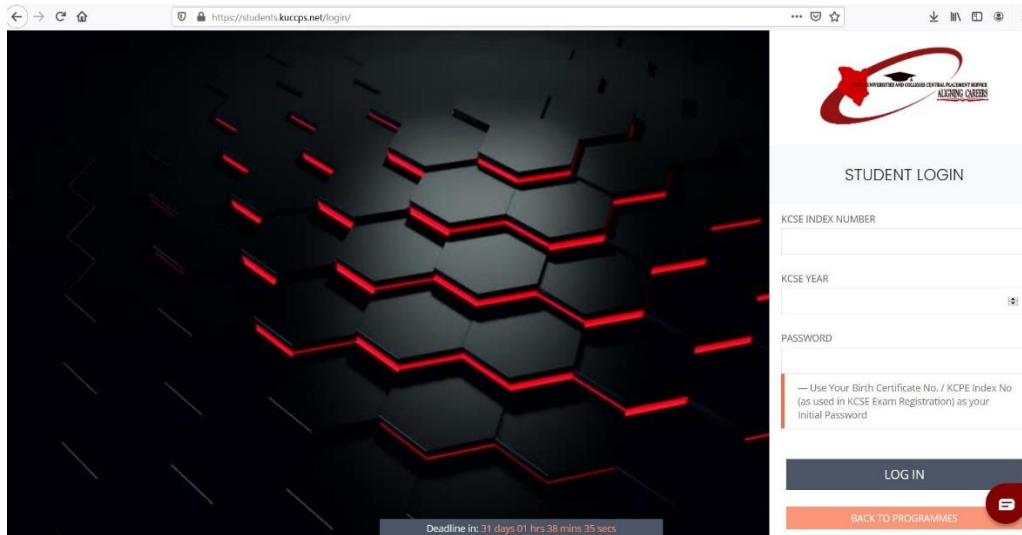# KARATINA UNIVERSITY

OFFICE OF THE REGISTRAR (ARSA)

KUCCPS STUDENTS 2021/2022 ACADEMIC YEAR

PROCEDURE FOR CHANGE OF PROGRAMME
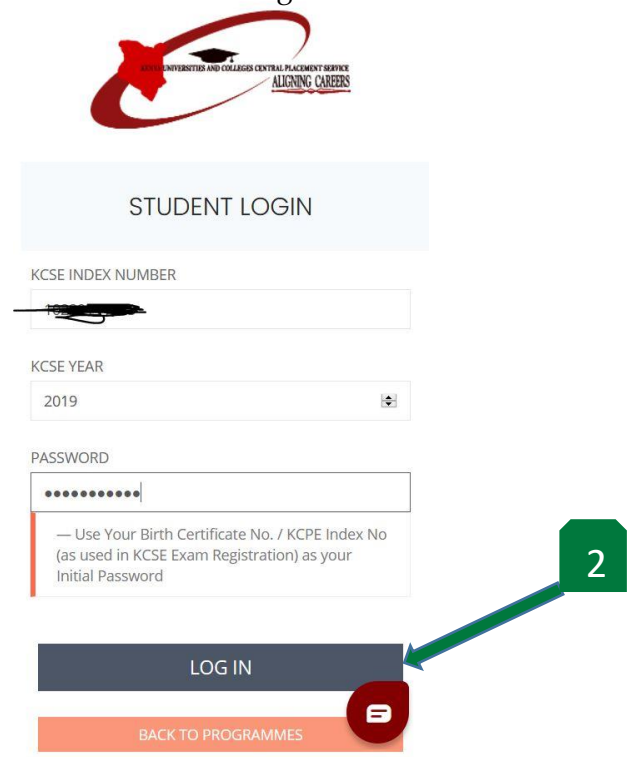
1

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.

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.

2

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.

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).

(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 2020 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	BASKET
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	
16	1244189	BACHELOR OF HUMAN RESOURCES MANAGEMENT			6.582		28.594	35.060	28.601

Deadline in: 31 days 01 hrs 30 mins 27 secs

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

CLUSTER SUBJECT 1	ENG / KIS
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

MINIMUM SUBJECT REQUIREMENTS

| SUBJECT 1 | MAT A / MAT B | C |

AVAILABLE PROGRAMMES

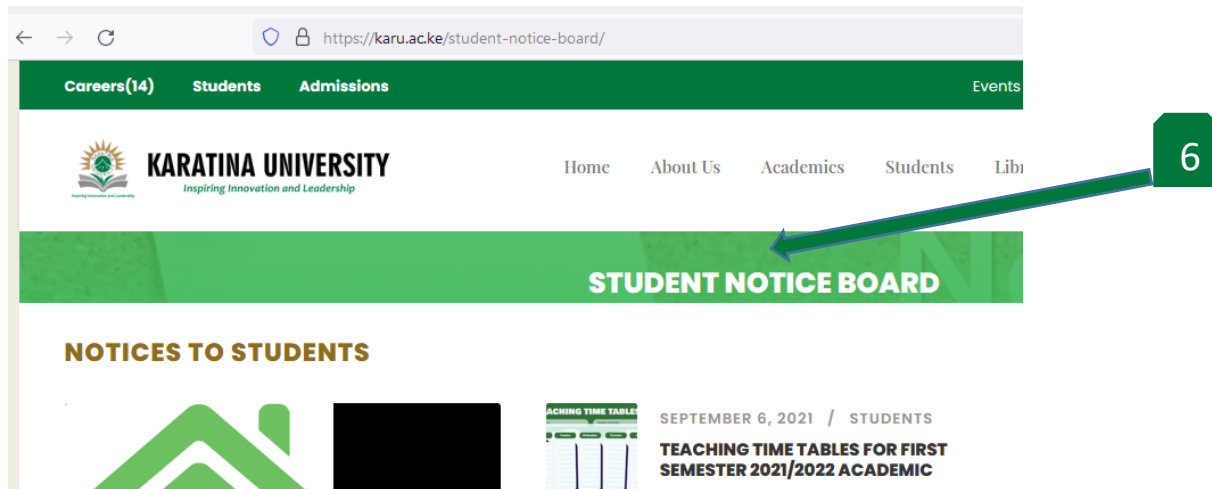| INSTITUTION	PROGRAMME CODE	PROGRAMME NAME	2019 CUT-OFF	2018 CUT-OFF	2017 CUT-OFF	2016 CUT-OFF	2015 CUT-OFF	CLUSTER WEIGHTS	+/- BASKET
CU	1105233	BACHELOR OF SCIENCE IN INFORMATION SCIENCE	24.469	24.488	24.706	24.261	30.190	28.601	
GU	1096150	BACHELOR OF SCIENCE IN INFORMATION SCIENCES			-	24.377	23.000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

Deadline in: 31 days 01 hrs 25 mins 22 secs

Step 6

Check in the Student Notice Board on the Karatina University website for the 2021/2022 AY Change of Programme Google Form and fill it fully and truthfully.

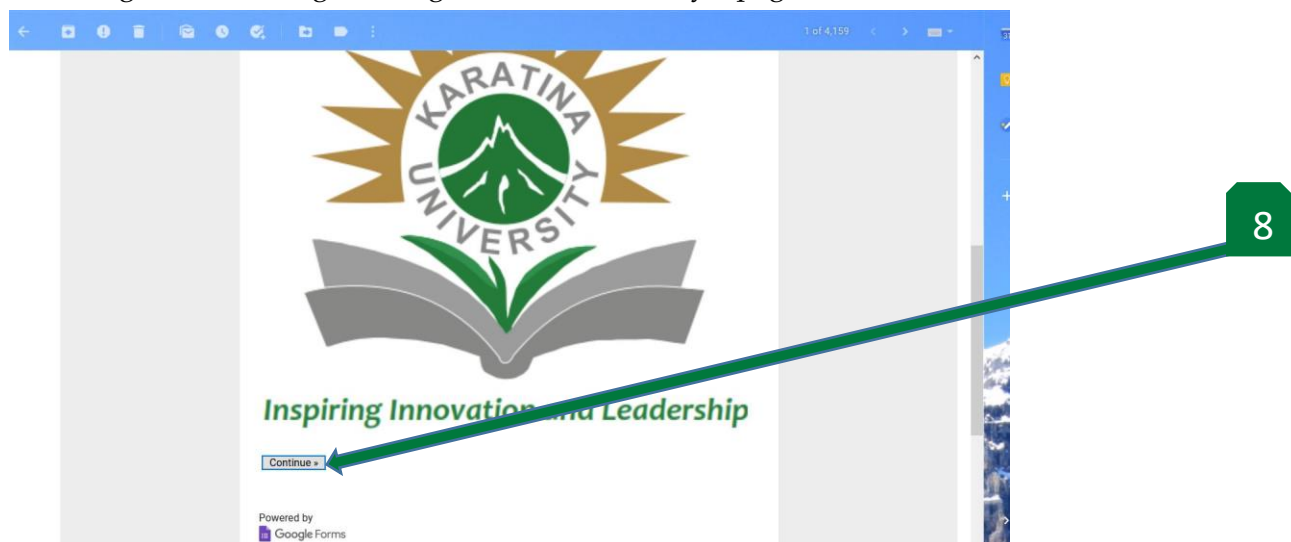*NB: Ensure you have fully registered for the 2021/2022 Academic Year otherwise your Form will be nullified.*

Step 7

Click the Link for accessing the Change of Programme Form.

https://forms.gle/SH89BWpjoUe7XTru7

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.

Step 10

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

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

11

Back   Next   Page 4 of 9

Never submit passwords through Google Forms.

This form was created inside of Karatina University. Report Abuse

Google Forms

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

12

KUCCPS Login Password: *

Your answer

Back   Next   Page 5 of 9

Never submit passwords through Google Forms.

This form was created inside of Karatina University. Report Abuse

Google Forms

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)

Arts & Design A-

Karatina University

* Required

13a

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-

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

13b

32.365

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

13c

33.35

Back   Next   Page 6 of 9

Never submit passwords through Google Forms.

This form was created inside of Karatina University. Report Abuse

Google Forms

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 Approval 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

14a

Date *

MM   DD   YYYY

__ / __ / __

14b

Back   Submit   Page ▢ of ▢

Never submit passwords through Google Forms.

This form was created inside of Karatina University. Report Abuse

Google Forms