

**KARATINA UNIVERSITY  
OFFICE OF THE REGISTRAR  
(ACADEMIC AFFAIRS)**

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P.O Box 1957-10101,KARATINA

**INTERNAL MEMO**

**FROM:** Registrar (AA)

**DATE:** 28<sup>th</sup> January, 2022

**TO:** All First-Year Students (2021/2022 AY)

**REF:** KarU/Rg.AA/1/Vol.8

**SUBJECT: UPDATED SECOND SEMESTER 2021/2022 ACADEMIC YEAR TIMELINES**

The Second Semester 2021/2022 Academic Year commenced on **Monday, 24<sup>th</sup> January 2022**. In preparation for the Second Semester examinations for the 2021/2022 Academic Year, students are hereby advised to take note and adhere to the listed Timelines:

- i) To complete **Online Semester Registration (ERP)** on or before **Friday, 18<sup>th</sup> February 2022** in line with *Fee Payment Policy Clause 5.5 (d) The individual Student whose name will not be in class list of bona fide students will be deregistered from the Semester after the lapse of 20% class attendance rule” (20% Registration Rule).*
- ii) To complete **Online Registration** of courses for blended learning through **Learning Management System (LMS/Moodle) Student account** on or before **Friday, 18<sup>th</sup> February 2022** and attend classes as expected.
- iii) Complete payment of Fees for Second Semester 2021/2022 Academic Year by **Friday, 18<sup>th</sup> March 2022** in line with *Fees Payment Policy Clause 5.2 “Students will pay all fees on the date of admission and registration” (40<sup>th</sup> Day Rule).*
- iv) Confirm **Registration for Examinations** by **Friday, 18<sup>th</sup> March 2022** through individual student’s portal and print Examination Card. Students are required to complete an evaluation of courses he/she has registered for in the Semester before printing the Examination Card.
- v) Continuous Assessment Tests are scheduled to be administered as follows:
  - First Continuous Assessment Test: between **14<sup>th</sup> February 2022** to **4<sup>th</sup> March 2022** (4<sup>th</sup> to 6<sup>th</sup> Week).
  - Second Continuous Assessment Test: between **14<sup>th</sup> March 2022** to **1<sup>st</sup> April 2022** (8<sup>th</sup> to 10<sup>th</sup> Week)
- vi) Administration of Second Semester Examinations will start on **Monday, 2<sup>nd</sup> May 2022** to **Friday, 12<sup>th</sup> May 2022**. A detailed examination timetable will be released in due course.
- vii) All students are reminded to adhere to Covid-19 containment measures.

Thank you.

  


**Dr. Wangari Gathuthi**

**REGISTRAR (AA)**

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