

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

TEL:+254 0716135171/0723683150

P.O Box 1957-10101,KARATINA

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**INTERNAL MEMO**

**FROM:** Registrar (AA)

**DATE:** 5<sup>th</sup> January, 2023

**TO:** All Third and Fourth Year Students (2022/2023 AY)   **REF:** KarU/Rg. AA/1/Vol.9

**RE:** **RE-OPENING OF THE ERP SYSTEM FOR ONLINE REGISTRATION OF FIRST SEMESTER COURSES, 2022/2023 ACADEMIC YEAR)**

The First Semester of 2022/2023 Academic Year commenced on **Monday, 19<sup>th</sup> September 2022** and will end on **Friday, 20<sup>th</sup> January 2023**. Among the timelines of the Semester, was online course registration timeline issued as **Friday, 11<sup>th</sup> November 2022**. A report on online courses registration post the deadline indicated that a total of **Five Hundred and Seventy (570)** students had cleared their fees balances but had not registered online courses.

This is to bring to your attention that the ERP will be re-opened to allow the above indicated group of students register courses online between **Wednesday, 5<sup>th</sup> January 2023 to Friday, 13<sup>th</sup> January 2023**. Note that this will be the last chance for reopening the ERP system for registration of First Semester courses, 2022/2023 Academic Year. Students who will not have registered at the end of the given timeline will be expected to defer studies.

Be reminded that the Third Year and Fourth Year First Semester examinations (2022/2023 AY) will commence on **Monday, 9<sup>th</sup> January 2023 to Friday, 20<sup>th</sup> January 2023**.

Be advised accordingly,

Thank you.



Dr. Wangari Gathuthi  
**REGISTRAR (AA)**



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