

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

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INTERNAL MEMO

FROM: Registrar (AA)

DATE: 8th April, 2024

TO: All Students

REF: KarU/Rg, AA/1/Vol.10

**RE: REOPENING OF THE ERP SYSTEM FOR ONLINE REGISTRATION OF
SECOND SEMESTER COURSES, 2023/2024 ACADEMIC YEAR)**

The Timeline for clearance of fees and course registration of Second Semester 2023/2024 Academic Year was **Friday, 1st March 2024** for students in 2nd, 3rd, 4th years; and Postgraduates as reminded in a communication dated 21st March, 2024. Administration of examinations for the 2nd 3rd and 4th year students is scheduled to commence on **Monday, 15th April 2024 to Friday, 26th April 2024.**

This is to bring to your attention that the **ERP has been reopened** to allow **all students** late registration of courses online through the student portal from **Monday, 8th April, to Friday, 12th April, 2024.** Students are also reminded to complete lecturer evaluation forms for courses registered in the Semester before printing the Examination Card.

Please note that:

- 1) **Students who will not have registered at the end of the given timeline will be expected to defer studies.**
- 2) **No concession will be given to any student on matters related to fee payment.**
- 3) **It is the student individual responsibility to ensure fees are paid and examination card printed by Friday, 12th April 2024. Any request beyond this timeline will not be accepted.**

Be advised accordingly,



Dr. Wangari Gathuthi
REGISTRAR (AA)

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