

KARATINA UNIVERSITY
OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)

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INTERNAL MEMO

FROM: Registrar (AA)

DATE: 16th December, 2024

TO: All Students

REF: KarU/Rg. AA/1/Vol.11

RE: REOPENING OF THE ERP SYSTEM FOR ONLINE REGISTRATION OF FIRST SEMESTER COURSES, 2024/2025 ACADEMIC YEAR

The Timeline for course registration of First Semester of 2024/2025 Academic Year was **Monday, 14th October 2024** for all students as reminded in a communication dated 12th July, 2024. Administration of examinations is scheduled as follows:

- 1) **Second, Third- and Fourth-Year students** are scheduled to commence examinations from **Monday, 6th January to Friday 17th January 2025.**
- 2) **First Year and Post Graduate** students are scheduled to commence examinations from **Monday, 20th January to Friday 31st January, 2025.**

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 (**students to visit their departments for registration of the courses if need be**) as provided below:

- 1) Between Monday, 16th December 2024 to Friday, 3rd January, 2025 for Second, Third- and Fourth-Year students including all Second, Third- and Fourth-Year students in the School of Health Sciences.
- 2) Between Monday 6th January, to Friday, 17th January 2025 for First year and Postgraduate students.

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) **It is the student individual responsibility to ensure examination card printed before commencement of examination period. 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: *to register students who have cleared their fee obligations for the examinations*