

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

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INTERNAL MEMO

FROM: Registrar (AA)

DATE: 4th February, 2025

TO: Continuing Students (Y2, Y3 & Y4)

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

SUBJECT: REMINDER ON SECOND SEMESTER DATES OF 2024/2025 AY

Learning activities of the Second Semester (2024/2025 AY) commenced on **Monday, 20th January 2025**. In preparation for the Second Semester Examinations of the 2024/2025 Academic Year, Continuing Students are hereby advised to take note and adhere to the listed Timelines:

- i) To complete **Online Semester Registration (ERP)** on or before **Friday, 14th February 2025** 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, 14th February 2025**, and attend classes as expected.
- iii) Complete payment of Fees for the Second Semester 2023/2024 Academic Year in line with '*Fees Payment Policy Clause 5.2*' including but not limited to the following:
 - Students will pay all fees on the day of admission and/or registration.
 - Students with financial challenges may be allowed to pay in two instalments; 60% and above on admission or registration day and the balance of 40% be cleared by the 40th day after the beginning of the semester (**Friday, 14th March 2025 (40th Day Rule)**).
- iv) Confirm **Registration for Examinations** by **Friday, 14th March 2025** through individual student 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 **Monday, 10th February 2025** to **Friday, 28th March 2025** (4th to 6th Week).
 - Second Continuous Assessment Test: between **Monday, 10th March 2025** to **Friday, 28th March 2025** (8th to 10th Week)
- vi) Administration of Second Semester Examinations will start on **Friday, 18th April 2025** to **Friday, 2nd May 2025**. A detailed examination timetable will be released in due course.

Thank you.



Dr. Wangari Gathuthi
REGISTRAR (AA)



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Deputy Vice Chancellor (ARSA)
Ag. Deputy Vice Chancellor (PFA)
Ag. Registrar (P&A)
Ag. Finance Officer
Ag. Director ICT
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