

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

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INTERNAL MEMO

FROM: Registrar (AA)

DATE: 3rd February 2026

TO: Current Students (2025/2026 AY)

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

RE: REGISTRATION OF COURSES IN THE ERP SYSTEM

In reference to the communication KarU/Rg.AA/1/Vol.11 dated 2nd February 2026, students were expected to clear their fees balances and subsequently register for courses in the ERP system by **Monday, 2nd February 2026**. Students with outstanding fees balances were required to defer their studies.

It has been noted that some students cleared their fees balances but did not manage to register for courses in the ERP system and consequently print their examination cards before the lapse of the deadline.

This is therefore to inform you that the ERP system will be active starting **today, Tuesday, 3rd February 2026**, to allow course registration.

Kindly note that **no student will be allowed access to the examination venue without a valid examination card.**

Thank you.



Dr. Wangari Gathuthi
REGISTRAR (AA)



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