



**OFFICE OF THE REGISTRAR**

**(ACADEMIC AFFAIRS)**

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**INTERNAL MEMO**

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**FROM:** Registrar (AA)

**DATE:** 15<sup>th</sup> May 2026

**TO:** Y2, Y3&Y4 Students

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

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**RE: REGISTRATION OF COURSES IN THE ERP SYSTEM Y2, Y3 &Y4 STUDENTS**

In reference to the communication KarU/Rg.AA/1/Vol.11 dated **13<sup>th</sup> February 2026**, students were expected to clear their fees balances and subsequently register for courses in the ERP system by **Friday, 10<sup>th</sup> April 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 Y2, Y3,&Y4 students hat the ERP system will be active starting **Monday, 18<sup>th</sup> May 2026 to Monday, 25<sup>th</sup> May 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  
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Schools Administrative Assistants