

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

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INTERNAL MEMO

FROM: Registrar (AA)

DATE: 15th May 2026

TO: Y2, Y3&Y4 Students

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

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

In reference to the communication KarU/Rg.AA/1/Vol.11 dated **13th February 2026**, students were expected to clear their fees balances and subsequently register for courses in the ERP system by **Friday, 10th 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, 18th May 2026 to Monday, 25th 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
Heads of Departments
Schools Administrative Assistants