



# KARATINA UNIVERSITY

*Inspiring Innovation and Leadership*

## OFFICE OF THE REGISTRAR

### (ACADEMIC AFFAIRS)

### INTERNAL MEMO

**FROM:** Registrar (AA)

**DATE:** 10<sup>th</sup> June 2026

**TO:** Y1 and Postgraduate Students

**REF:** KarU/Rg. AA/1/Vol.12

**RE: REGISTRATION OF COURSES IN THE ERP SYSTEM (Y1 STUDENTS)**

In reference to the communication Ref. KarU/Rg.AA/1/Vol.11 dated 6<sup>th</sup> March 2026, students were required to clear fees and subsequently register for their courses in the ERP system by **Friday, 1<sup>st</sup> May 2026**. A further reminder on the clearance of outstanding fee balances was issued on **3<sup>rd</sup> June 2026**.

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

This is therefore to inform all **Year One (Y1) and postgraduate students** that the ERP system was activated from **Tuesday, 9<sup>th</sup> June 2026 to Thursday 18<sup>th</sup> June 2026** to facilitate registration of courses.

Students are advised to take advantage of this opportunity and ensure that they complete their course registration and print their examination cards within the stipulated period.

**Please 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