



THE CO-OPERATIVE UNIVERSITY OF KENYA
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)
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INTERNAL MEMO

TO: ALL STUDENTS

REF: CUK/A/178

FROM: REGISTRAR, AA

DATE: 26TH OCTOBER, 2020

SUBJECT: PHASED RE-OPENING OF THE UNIVERSITY *W.E.F* NOVEMBER 2020

The Government of Kenya, through the Ministry of Education, advised University Senates and Councils to put in place modalities for re-opening Universities in conformity with recommended protocols to contain COVID 19. In line with this advice, the CUK Senate has decided to re-open the University in phases. The various cohorts are expected to report to the Main Campus, Karen as follows:

S.NO	COURSES/COHORTS	REPORTING DATE
1.	All new first-year students (Degree, Diploma, and Certificate) who have not registered.	9th November 2020 at 8.00 a.m. for registration and orientation.
2.	All new first-year students (Degree, Diploma and, Certificate) who registered in September 2020 and are attending online classes.	12th November 2020 at 8.00 a.m. for briefing and commencement of classes on 16 th November 2020.
3.	All current continuing students that are completing semester one (1) to report for the commencement of semester two (2): i) Certificate 1.2 (Jan 2020) ii) Diploma 1.2 (Jan 2020); 2.2 (Jan 2019 & May 2019) iii) Degree 1.2 (Jan 2020), 2.2 (Jan 2020), 3.2 (Sept 2018/May 2019), 4.2 (Jan 2017/2018)	16th November 2020 for self-registration and commencement of classes.
4.	All continuing students that are completing semester two (2) to report for the commencement of semester one of the next level of studies: i) Diploma 2.1(Sept 2019), ii) Degree 2.1(Sept 2019), 3.1(Sept 2018/Jan 2019), 4.1(Jan 2018)	8th March 2021 for self-registration and commencement of classes.



5. Degree courses completing 3.2 to report for attachment after the end of semester examinations on 6 th November 2020.	November 2020 then report for 4.1 on March 2021
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We wish to draw your attention to the following information:

1. **All new first-year students MUST** report with a copy of the admission letter, original and photocopy of their KCSE Certificate/result Slip and National ID/Birth Certificate, 2 passport size photographs, and duly filled and signed copies of course acceptance form, Student personal details form, medical examination form, Consent for emergency operation form, media use consent form and Student Rules and Regulations Declaration form.
2. **All students (new and continuing) MUST** report with a laptop, tablet, or iPad because a lot of learning will be offered online.
3. **All students** are required to self-register online from the students' portal (www.studentsportal.cuk.ac.ke) before reporting.
 - ✓ **New students:** To access the Self-registration procedure help document, click on this link: <http://cuk.ac.ke/New-Students-Self-Reg-Procedure.pdf>
 - ✓ **Continuing students:** From your student portal, navigate to Finance Registration then proceed and self-register. Confirm and register your units for the semester.

NOTE: Self-registration is only possible for those students who have paid full fees or at least 50% of their total fees for the semester.
4. Have an adequate number of face masks.
5. Kindly note that due to the Ministry of Health guidelines on social distancing, we can only accommodate a limited number of students in November 2020. Students wishing to be considered for the available spaces for accommodation in the University hostels will be required to apply online from the Student's Portal as from **4th November 2020**. Please note that you are expected to apply and pay for accommodation fees after confirming the online availability of rooms. Those who will miss accommodation in the University Halls of Residence can access details of private hostels from our website (<https://www.cuk.ac.ke/accomodation/>).
6. You will be expected to pay full fees for the semester or at least 50% of the fees in order to qualify for registration. Note that registration for the semester will be closed on **27th November 2020**
7. All students **MUST** comply with all Government protocols recommended to contain the COVID 19 pandemic.
8. With a view to minimizing congestion on the reporting date, a student may be accompanied by one person only if necessary.

We are happy to welcome you to the CUK.

DAVID B. OTIENDE

REGISTRAR (ACADEMIC AFFAIRS)



CUK is ISO 9001: 2015 Certified