



THE CO-OPERATIVE UNIVERSITY OF KENYA

THE REGISTRAR (AA)

Website: www.cuk.ac.ke, Email: registraraa@cuk.ac.ke

INTERNAL MEMO

TO: All Students

REF: CUK/A/178

FROM: Registrar (AA)

DATE: 28th September, 2018

RE: REMINDER ON CLOSURE OF REGISTRATION FOR SEPTEMBER – DECEMBER, 2018 SEMESTER

Reference is made to our circular Ref:CUK/A/178 to remind you that registration for this semester will be closing on **5th October, 2018**. Therefore, we would wish to release the following information:

- a) Students who have not yet registered are required to liaise with their parents/guardians/sponsors to register before the closure;
- b) Those with challenges that may hinder them to register are reminded to apply for academic leave before 5th October, 2018;
- c) Students who will neither have registered nor applied for academic leave on or before 5th October, 2018 will automatically be de-registered. Please note that de-registered students cannot be re-registered within the same semester. They may apply for re-registration in a later semester when there will be an on-going course in session for them to join upon paying **ksh. 1,000** for re-registration fees;
- d) Those who have registered but have not yet cleared fees for the semester are notified to remind their parents/guardians/sponsors to clear the balances by **end of October, 2018** to avoid inconveniences at the time of exams at the end of the semester;
- e) All non-resident students must ensure that they register their non-residential status with house-keeping section;
- f) All registered students must ensure that they sign the nominal roll at the School/Directorate;
- g) After registering you are reminded to make a photocopy of the registration checklist for your record and surrender the original at the admissions office for filing.

Kindly comply.

DAVID B. OTIENDE
REGISTRAR (AA)

Copy to:

Vice Chancellor
Deputy Vice Chancellor, AA
Deputy Vice Chancellor, FPA
Dean of Students
Deans of Schools
Director, DCell
Directors of Campuses
Finance Officer
PRO
Chairman, CUKSU
All Course Representatives

