



**THE CO-OPERATIVE UNIVERSITY OF KENYA
THE REGISTRAR (AA)**

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

INTERNAL MEMO

TO: All undergraduate Students

REF: CUK/A/178

FROM: Registrar, AA

DATE: 10th April, 2019

RE: STREAMLINING ADMINISTRATION OF END OF SEMESTER EXAMINATIONS

With a view to streamlining the administration of examinations under reference scheduled to start on **23rd April 2019**, I wish to convey to you the following information:

- i. You are reminded to print your examination card in time and take it to your school for signing and stamping;
- ii. Those with fee balances are reminded to clear with Finance Office before **16th April 2019**;
- iii. Please note that examination attendance registers will be printed on Wednesday **17th April 2019**. This implies that those who will not have cleared any outstanding issues by **16th April 2019** may not sit for exams.
- iv. You are also reminded to avoid indulgence in any form of examination irregularity.

Kindly comply to avoid last minute inconveniences. We are wishing you well in your end of semester exams.

DAVID B. OTIENDE

REGISTRAR, ACADEMIC AFFAIRS

