INTERNAL MEMO

TO: ALL STUDENTS
FROM: REGISTRAR, AA
DATE: 26TH APRIL 2020

RE: COMPLETION OF JANUARY-APRIL 2020 SEMESTER

As you are aware, the University was closed on 17th March 2020 in compliance with the Government directive to suspend learning in all educational institutions in order to contain the COVID-19. Due to this indefinite closure, the University Senate and Management have been exploring the modalities of ensuring the completion of the January-April 2020 Semester.

I, therefore, write to inform you as follows:

1) The University has put in place measures to facilitate online teaching and learning;
2) The completion of the January-April 2020 Semester will be implemented in phases. Bachelors Year 4 Semester 2, Diploma Year 2 Semester 2 and Certificate Semester 2, being in the first phase, must access and familiarize themselves with the online teaching procedures immediately. You shall be engaging your lecturers on Monday 27th and Tuesday 28th April 2020. Learning will be commencing for the first phase on Wednesday 29th April 2020 at 8.00 am. Commencement of learning for the second phase comprising the continuing courses will be communicated at a later date.

3) You are expected to access the eMasomo Learning Management System at https://emasomo.cuk.ac.ke/ and watch the video sent to you via the eMasomo site news explaining how to log on and access classes on the eMasomo platform.
4) You will be required to log on and access online classes using your newly created credentials that have been sent to you in the CUK student email address. If you have not activated your CUK student email address please do it urgently using the guideline which is also provided on the eMasomo site news or visit the link https://ujumbe.cuk.ac.ke/ and follow the steps provided therein.

5) You will be expected to access special bundles (Safaricom PLC and Telkom Kenya) and pay to access lessons at rates that have been negotiated by the University. Note that through an earlier communication you were required to register your preferred mobile number that will enable you to access and buy the negotiated data bundles.

6) In case of any challenges in the course of logging on or accessing eMasomo platform please seek assistance by sending an email message to aotita@cuk.ac.ke or lkemunto@cuk.ac.ke.

7) The timetable will be circulated to you on Monday 27th April 2020.

8) Details regarding the end of semester examinations will be communicated to you in due course.

9) Please note that end of semester examinations will be done by those who have cleared fees for this semester. Those with fee balances are reminded to clear by Wednesday 6th May 2020. Kindly comply now to avoid last-minute inconveniences.

DAVID B. OTIENDE
REGISTRAR ACADEMIC AFFAIRS

Copy to:
- Vice Chancellor
- Deputy Vice Chancellor, AA
- Deputy Vice Chancellor, FPA
- Deputy Vice Chancellor, CDRI
- Deans of Schools
- Director, Nairobi CBD Campus
- Dean of Students
- Director, DAQA
- Director, IODEL
- PRO
- PICTO
- SAR, Admissions
- Chairman, CUKSU

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