



## THE CO-OPERATIVE UNIVERSITY OF KENYA

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### WELCOMING MESSAGE FROM REGISTRAR, ACADEMIC AFFAIRS

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Our dear new students, ladies and gentlemen, I am delighted to welcome you to The Co-operative University of Kenya (CUK). I wish to take this opportunity to congratulate you for the hard work that has earned you this precious vacancy to pursue higher education at CUK. Your outstanding performance in KCSE demonstrates that you are the cream of our education system. I am encouraging you to build on this strong foundation and tap your immense potential to excel in your studies.

It is my pleasure to sincerely appreciate you for choosing to study at CUK. This is a gesture we cannot take for granted because you could have decided to study at another University. Once again thank for making CUK your University of choice. I would like to assure you that you have made the right choice.

I wish to outline the following critical issues that will make your life comfortable and smooth in this University:

#### **A) REGISTRATION**

Registration is done at the commencement of every semester. For one to be a bonafide student in a particular semester, registration is mandatory. A student qualifies for registration upon payment of full fees or at least a half (50%) of fees payable for that semester. In addition to that, resident students are expected to pay full accommodation fees. Students are required to register within the first three weeks of the semester. Failure to register within this period of time leads to de-registration. Please note that once deregistered a student may not be re-registered within the same semester. De-registration may lead to one being locked out of the institution for a period ranging from one semester to one academic year or more depending on the availability of a cohort that a student qualifies to



join upon applying and paying KES.1,000.00 as penalty fee. Therefore, liaise with your parents/guardians/benefactors to avoid de-registration in the course of your studies at this University.

## **B) PAYMENT OF FEES**

As mentioned earlier, registration is pegged on paying full fees or at least half of the fees for the semester. Those who pay a half are expected to clear by the end of the 6<sup>th</sup> week of the semester. Clearance of fees ensures that the student learns and sits for examinations at the end of the semester. Students who are sponsored are expected to present an official letter showing that they are bonafide students benefitting from their respective sponsorship. In case the payment is to be done through cheques, please note that personal cheques are not accepted. Bankers' cheques are recommended.

## **C) UNIVERSITY POLICIES**

There are various university policies that provide guidance to students as they undertake or participate in various activities while at the University. You will be expected to familiarize with the contents of these policies and adhere to the stated prescribed guidelines. This will guide you to observe and uphold discipline which is the foundation of success in your studies and other undertakings in the University. The various offices and departments where these policies are domiciled will avail them to you.

## **D) OTHER ISSUES**

Other issues related to your studies will be explained to you by relevant officers from the various departments that you shall be interacting within the course of your orientation. For instance, details related to examinations shall be handled by our Examinations Officer, Dr Michael Ngala, details regarding admissions and registration shall be highlighted by our admissions officer Ms Joy Ayuma while information concerning other academic issues shall be handled by relevant Deans of Schools and Directors of Institutes and Centres.

I would like to conclude by wishing you success in your studies at the CUK. Thank you very much and may God bless you.



**OFFICIAL UNIVERSITY CONTACTS:**

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*CUK is ISO 9001: 2015 Certified*