



THE CO-OPERATIVE UNIVERSITY OF KENYA

NEW STUDENTS SELF- REGISTRATION PROCEDURE

All the new students reporting are notified that the University has automated the students' registration process. In order for the registration process to be successful, students are required to have paid fees for the semester in full or at least 50% of the fees. Self-registration portal can be accessed on the University website (www.cuk.ac.ke) by following the procedure below:

PROCEDURE (FINANCE REGISTRATION, UNITS REGISTRATION & ACOMMODATION REGISTRATION)

Co-operative University of Kenya Students Portal

Co-operative University of Kenya
Integrated University Information Management System

Student Number

Password

Log In

1. Enter your Admissions number in the first text box labeled **Student Number**
2. Enter your Admission Number in the second text box labeled Password
3. Click on **Log In**

NOTE: *Students will be required to change their password as directed.*

NB: Registration window appears as follows:



My Profile

edit profile...

My Account **Academic** General Contacts

Programme DMF : DIPLOMA IN MICRO-FINANCE
 School FC : SCHOOL OF BUSINESS AND ECONOMICS
 Level DIPLOMA
 Campus MAIN CAMPUS, KAREN
 Center MAIN CAMPUS
 Study Method Full Time
 Admission Year 2020

4. Click on **Finance Registration**
5. Click on **Register**

studentportal.cuk.ac.ke/portal/

Welcome

Finance Registration for 2019/2020 Session S1. I am taking BACHELOR OF COMMERCE in Y1S1

Student Number [redacted]
 Student Name [redacted]
 programme BCOM BACHELOR OF COMMERCE
 Campus MAIN CAMPUS, KAREN Study Method Full Time
 Category JAB:KUCCPS Academic Status ACTIVE
 Registration 2019/2020-S1 Period Y1S1

Item code	Item Name	Amount
T	Tuition	8,000.00
IMS	Medical Subscription	1,737.00
L	Library Fee-Main campus	580.00
I	Internet	870.00
E	Examination	3,453.00
CO1	Computer Fees	870.00
A	Activity	580.00
SUS-01	STUDENT UNION SUBSCRIPTION	1,000.00
ID	Students ID-Main campus	500.00
C	Caution Money	1,000.00
RU	Registration Fees	2,080.00
GAC	Group Accident Cover-Main Campus	500.00
Total Fees		21,170.00
Required Minimum		10,585.00
My Account Balance		-37,560.00

Register

Fee Payment Methods

1. Deposit at any branch of Co-operative bank A/C **01129062663600** – Karen Branch
2. M-Pesa Paybill no. **400222** A/C no. **723#admission number**

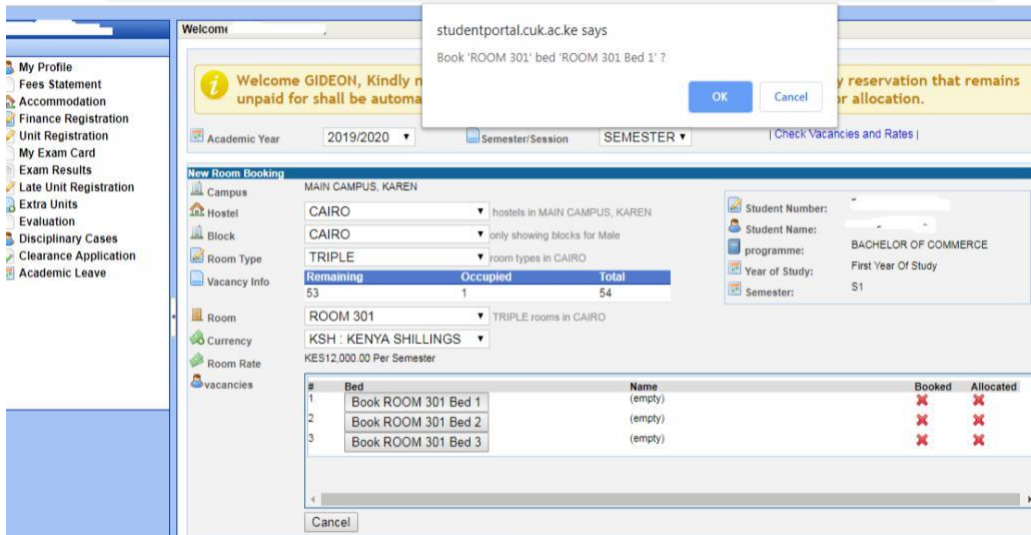
NOTE: *Finance registration is only possible for those who have paid at least 50% of the total fees.*

6. Click on **Accommodation** to book and reserve University hostel

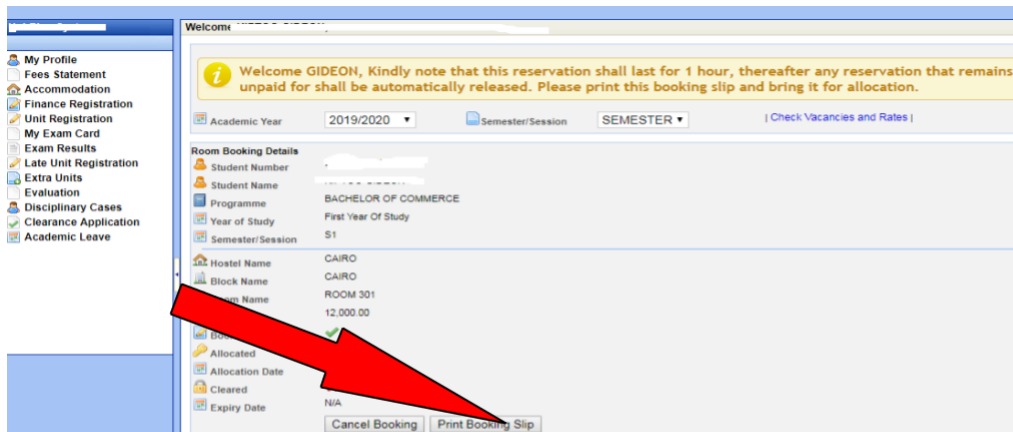




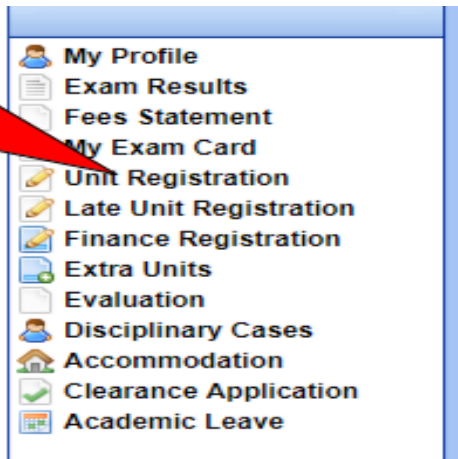
7. Choose your hostel accordingly and click on **Submit**



(Ensure you print your room booking report for presentation at accommodation office for keys/mattress collection on reporting date)



8. Click on **Unit Registration** to register for units on offer for the semester.



9. Click on **Confirm All** to book for units

A screenshot of a web application interface for unit registration. On the left is a navigation menu with items like My Profile, Fees Statement, Hostel Room Booking, Finance Registration, Unit Registration, My Exam Card, Exam Results, Late Unit Registration, Extra Units, Evaluation, Disciplinary Cases, Clearance Application, and Academic Leave. The main content area has a blue header with a 'Refresh' button. Below the header, it says 'Registration for 2019/2020 Session S1. I am taking BACHELOR OF COMMERCE in Y1S1'. A yellow banner below that says 'BACHELOR OF COMMERCE Study Method Full Time have not been restricted to use catalogue'. The 'Book Unit' section has a 'Preferred Campus and Study Mode' dropdown set to 'MAIN CAMPUS - F...', a 'Unit Type' dropdown set to 'Ordinary Exami...', and a 'Select Unit' dropdown set to 'BCUJ 2103 - LIFE SKILLS'. A red arrow points to the 'Book Unit' button. Below this is a 'Booked Units' table with columns: No, Unit Code, Unit Name, Unit Type, Unit Charge, remove all, and Confirm All. The table contains 7 rows of booked units, all with 'confirmed' status and green checkmarks. The total credits are 21.

No	Unit Code	Unit Name	Unit Type	Unit Charge	remove all	Confirm All
1	BCOM 2101	PRINCIPLES OF MICROECONOMICS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
2	BCOM 2102	FINANCIAL ACCOUNTING I (3 Credits)	Ordinary Examination	0.00	confirmed	✓
3	BCOM 2103	COMPUTER APPLICATIONS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
4	BCOM 2104	FOUNDATIONS OF MATHEMATICS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
5	BCUJ 2101	COMMUNICATION SKILLS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
6	BCUJ 2102	CO-OPERATIVE PHILOSOPHY (3 Credits)	Ordinary Examination	0.00	confirmed	✓
7	BCUJ 2103	LIFE SKILLS (3 Credits)	Ordinary Examination	0.00	confirmed	✓

All new students are expected to have registered by **1st September, 2020**. The deadline for registration is on **Friday 25th September, 2020**.

For inquiries call **0724311606** or email ictsupport@cuk.ac.ke or admissions@cuk.ac.ke or enquiries@cuk.ac.ke between 8.00 a.m. and 5.00 p.m. on weekdays.

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D.B. OTIENDE
REGISTRAR, ACADEMIC AFFAIRS.



CUK is ISO 9001: 2015 Certified