

KENYA METHODIST UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

MEMO

TO : ALL STUDENTS
FROM : Registrar, Academic Affairs
DATE : March 28, 2024
SUBJECT : INVITATION TO THE REGISTRAR'S INTERACTIVE FORUM WITH STUDENTS ON ACADEMIC MATTERS: 1ST TRIMESTER 2024

This is to invite you to an interactive forum to discuss key issues that inform and support your academic and holistic progression in the University. The meeting will be held on Friday, 5th April 2024 at 2.00 p.m. in the University Chapel and via

<https://us06web.zoom.us/j/87637727228?pwd=n7nBruCOuYcmjuwsGOyCCRta0PaFw6.1> on zoom for those in Nairobi and Mombasa Campuses. Kindly keep time.

The following is the programme of the day:

TIME	AGENDA	FACILITATOR
2.00 – 2.10 P.M.	Registration and Ushering	Student Leaders
2.10 – 2.20 P.M.	Devotion	Chaplain
2.20 -2.30 P.M.	Introduction Departments/Schools	Deputy Registrar Academic
2.30 – 2.35 P.M.	Welcome remarks	Registrar Academic Affairs
2.35 – 2.50 P.M.	Remarks from UMB and Senate members present	UMB/Senate/ Student Leaders
2.50 – 3.05 P.M.	Vice Chancellor's remarks	Ag. Vice Chancellor
3.05 – 4.10 P.M.	a) 'Your Mental Health matters'	Dean of Students
	b) Overview of the Revised Academic Handbook	Deputy Registrar Academic
	c) Registration process	Assistant Registrar Admission
	d) Late registration/Retakes/Supplementary/add and drop of units	
	e) Resolving missing marks	Deputy Registrar Academic
	f) Graduation process	
	g) Disciplinary process	Senior Assistant Registrar Exams
	h) Academic offenses and verdicts	
	i) Academic Integrity	Director DVBL
	j) Class attendance and Monitoring Evaluation	Director DQAC
	k) Updating personal student details	Administrative officer – Records
4.10 – 4.30 P.M.	Feedback/Q&A Session	RGAA
4.30 – 4.40 P.M.	Closing prayer	Chaplain
4.40 P.M.	Refreshments served	Student Leaders

Dr. Lucy Ikiara, PhD
Registrar, Academic Affairs

28 MAR 2024

Vice Chancellor
- Deputy (ASA)
Deputy (APF)

- University Chaplain
- Principal, Nairobi Campus
- Campus Directors

- University Librarian
- School Deans
- CoDs

- Deputy RGAA
- SAR Exams
- Student leaders