

# KENYA METHODIST UNIVERSITY

## OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

### MEMO

TO : ALL STAFF AND STUDENTS  
FROM : Registrar, Academic Affairs  
REF : KeMU/B/RGAA/GEN/011  
DATE : May 6, 2023  
SUBJECT : REGISTRATION OF UNITS FOR THE 2<sup>ND</sup> TRIMESTER 2024 - REMINDER

Reference is made to our communication dated 16<sup>th</sup> April 2024 the above subject matter.

As you are aware, the opening date for both new and continuing students is 6<sup>th</sup> May 2024. This is to inform you that:

#### 1. Registration

New and Continuing students are expected to report and register for units from Monday, 6<sup>th</sup> May 2024 to Friday, 10<sup>th</sup> May 2024. Lectures for the 2<sup>nd</sup> Trimester 2024 begin on Monday, 13<sup>th</sup> May 2024. Late registration with penalty runs from Monday, 13<sup>th</sup> May 2024 to Friday, 24<sup>th</sup> May 2024. No registration will be allowed after Friday, 24<sup>th</sup> May 2024.

#### 2. Add/drop of courses

Add/drop of courses is permissible from Monday, 13<sup>th</sup> May 2024 to Friday, 24<sup>th</sup> May 2024 without a penalty. It attracts a penalty in the third week after lectures begin and no student will be allowed to drop/add courses after the third week.

#### 3. Class attendance

Attending lectures, practical sessions and other scheduled classes is mandatory for ALL students, in the relevant modes of study. A student who fails to attend classes for a consecutive or cumulative period of two weeks (or 20% of teaching time) in a trimester will not be allowed to take examinations in that course. Also note that attending or attempting to attend classes or other University services whilst not duly registered is an academic malpractice.

  
Dr. Lucy Ikiara, PhD  
Registrar, Academic Affairs

cc: VC, DVCs, Principal, Directors, Deans, CoDs

