



**OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)**

REF : LU/ACA/R (AA)/CIRCS/071/VOL.11/007
DATE : 28th AUGUST, 2019
TO : ALL CONTINUING STUDENTS
FROM : REGISTRAR (ACADEMIC AFFAIRS)
RE : REPORTING DAY REGISTRATION PROCEDURES

Kindly note that the University Opening and Registration date is **30th August, 2019** and classes commence on **Monday 2nd September, 2019**. The registration process will go through the following procedures at the venues given below:

- (a) **Registrar (AA)'s Office** – Data verification and activation to confirm student personal details on the system against information on production of student's **University ID, National ID card and KCSE result slip.**
- (b) **Respective Academic Departments** – Signing and Issuance of new University email addresses for **ALL STUDENTS**. These emails will facilitate activation of the student services through the portal by each registered student.
- (c) **On your laptop/mobile phone** – Semester Course registration through the students portal .

These changes have been occasioned by the implementation of a new ERP system which will automate the production of **Fees Statements, Provisional Transcripts, Teaching and Examination timetables and Exam Authorisation Cards**. Guidelines on usage of this Student Portal have been posted on the University website www.laikipia.ac.ke and if you encounter any challenges communicate with the ICT Section through studentsupport@laikipia.ac.ke.

The ERP system will Only allow:

- (a) Course Registration for all students who have paid a **minimum of 60% of the fees within the first month** of a semester (prior to **28th September, 2019**)
- (b) Exam Authorisation on payment of **ALL fees** prior to the commencement of examinations on the 12th week of the semester (prior to **22nd November, 2019**).

It is critically important that these deadlines are strictly adhered to as we go through these procedures in order to attain higher levels of service Delivery.

Dr. R. K. Kiugu, Ph.D.

Registrar (Academic Affairs)

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DVC (AR)
Finance Officer

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All CODs

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