



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

REF : LU/ACA/R(AA)/CIRCS/071/VOL.11/016
DATE : 18th December, 2019
TO : ALL STUDENTS
FROM : REGISTRAR (ACADEMIC AFFAIRS)
RE : OPENING OF THE UNIVERSITY FOR SECOND SEMESTER 2019/2020
ACADEMIC YEAR

The opening date for the above mentioned session is **6th January, 2020 at 8.00a.m.** and classes will commence immediately as per the timetable.

Kindly note that you will be required to log in the students portal **for reporting (activation), course/units registration and examination authorisation** as per the schedule below. Timelines should be strictly adhered to.

| | Activity | Timeline/obligation |
|----------|--|--|
| A | Activation/reporting | 2 nd January - 20 th January, 2020 <u>Requirement:</u> i. Activation on the Students Portal ii. Class Attendance |
| B | Course/Unit registration | 6 th January - 17 th February, 2020 <u>Requirement:</u> i. Activation on the Students Portal ii. Class Attendance iii. Paid upto 60% of the semester fees |
| C | Examination approval/printing of examination cards | 17 th February – 25 th March, 2020 <u>Requirement:</u> i. Activation on the Students Portal ii. Registration of course units on the Students Portal iii. Paid upto 100% of the semester fees iv. Class attendance of at least 80% of the classes as evidenced by the attendance sheet. |

NB: All the students unable to be on session must communicate with the Office of the Registrar (Academic Affairs) from your respective student official email account citing name and registration number and the reason for the absence. For such and any other communication to the Registrar Academics Office kindly use the following designated email address: raastudents@laikipia.ac.ke.

Dr.R. K. Kiugu, Ph.D.
Registrar (Academic Affairs)

Copy to:

**DVC (AR&SA)
Finance Officer**

**Deans of Schools
CODs**

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