

# KENYA METHODIST UNIVERSITY

## OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

### MEMO

TO : All Staff and Students  
FROM : Registrar, Academic Affairs  
DATE : 27<sup>th</sup> November, 2024  
SUBJECT : OPENING DATES FOR 1<sup>st</sup> TRIMESTER 2025

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Reference is made to the above subject matter.

The University examinations will end on **Saturday, 14<sup>th</sup> December 2024**. Students will be in recess for three weeks. The following are important dates to note in regard to 1<sup>st</sup> Trimester 2024:

**a) Session Reporting**

Continuing Students are expected to report session between **Friday, 03<sup>rd</sup> January 2025** and **Friday, 10<sup>th</sup> January 2025**.

**b) Registration**

New and Continuing Students are expected to report and register on **Tuesday, 07<sup>th</sup> January 2025** to **Friday, 10<sup>th</sup> January 2025**. Lectures for the 1<sup>st</sup> Trimester 2025 begin on **Monday, 13<sup>th</sup> January 2025**.

Late Registration with penalty runs from **Monday 13<sup>th</sup> January 2025** to **Friday, 24<sup>th</sup> January 2025**. No Registration will be allowed after **Friday, 24<sup>th</sup> January 2025**.

**c) Add/Drop of Courses**

Add/Drop of courses is permissible from **Monday, 13<sup>th</sup> January 2025** to **Friday, 24<sup>th</sup> January 2025** without penalty. It attracts penalty in the third week (**Monday 27<sup>th</sup> January 2025** to **3<sup>rd</sup> February 2025**) after lectures begin and no student will be allowed to drop/add courses after the third week.

**d) Class Attendance**

Attending lectures, practical sessions and other scheduled classes is mandatory for all students, in the relevant modes of study. Every student is expected to attend at least **80%** of teaching and learning time. Failure to do so, you will not be allowed to take examination for that course. Also note that attending or attempting to attend classes or other university services whilst not duly registered is an academic malpractice.

Thank you.

  
Dr. Lucy Ikiara, PhD.

Registrar, Academic Affairs

REGISTRAR  
(ACADEMIC AFFAIRS)

P. O. Box 267 - 60200, MERRI

*Proverbs 2:6*

*For the Lord gives wisdom; from his mouth comes knowledge and understanding*