

# KENYA METHODIST UNIVERSITY

## OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

### MEMO

**TO :** All Students and Staff

**FROM :** Registrar (Academic Affairs)

**DATE :** 21<sup>st</sup> April, 2020

**SUBJECT :** **COURSE REGISTRATION FOR 2<sup>ND</sup> TRIMESTER 2020**

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Following the Presidential directive to close all institutions of learning by March 20<sup>th</sup> due to COVID-19 pandemic in the county, all existing KeMU students were migrated to our on-line digital platform for continuity of their studies. Since then, teaching and learning has been going on well in this platform.

This Memo is to notify you that 1<sup>st</sup> Trimester 2020 comes to an end on Friday 24<sup>th</sup> April 2020. By this date, all students are expected to have completed and submitted their Continuous Assessment Tests and any other projects/work given by their lecturers during this period. Final examinations for 1<sup>st</sup> Trimester has been deferred by University Senate to a later date to be communicated. However, the Senate decided that the students will be allowed to continue with their studies on-line awaiting this important communication.

The 2<sup>nd</sup> Trimester for continuing students begins on 4<sup>th</sup> May 2020 and all students will be taught on-line through KeMU's digital platform until directive of reopening University for face to face learning is given by the relevant authorities.

You are, therefore, expected to finalize any pending issue/s and clear any outstanding fee balances for 1<sup>st</sup> Trimester by 4<sup>th</sup> May 2020. You are also expected to select courses and register for 2<sup>nd</sup> Trimester in your student portal from 4<sup>th</sup> May to 11<sup>th</sup> May 2020 and make a down payment of at least 30% of 2<sup>nd</sup> Trimester's fee. On-line classes begins on 11<sup>th</sup> May 2020 and a time-table will be sent to your student portal for information. Late registration will go on until 22<sup>nd</sup> May 2020.

Students who cannot access their portal or have difficulty in course registration or any other issue will be assisted by the Office of Registrar Academic Affairs by writing an email to [academic.registrar@kemu.ac.ke](mailto:academic.registrar@kemu.ac.ke) or by calling/texting the following telephone numbers: Meru- Daniel 0720-298-706, Kiprono 0720-890-460, Patrick 0721-794-844. Nairobi- Simon 0753-347-042, Samuel 0721-103-159. Mombasa – Irene 0721-958-647.

The University wishes to remind you to take care of yourself, your family and other members of public by following government directives on COVID-19. Stay safe!

Thank you.



Prof. Peter Kihara, PhD.

REGISTRAR ACADEMIC AFFAIRS AND SECRETARY TO SENATE