



KENYATTA UNIVERSITY

TO ALL NEWLY ADMITTED STUDENTS FOR THE MAY 2019/2020 AND SEPTEMBER 2020/2021 INTAKES COMMENCEMENT OF FIRST SEMESTER 2020/2021 ACADEMIC YEAR

Kenyatta University wishes to inform all newly admitted First-Year students that studies for **First Semester 2020/2021 Academic Year** will commence on **5th October, 2020**. Registration, Orientation and actual Learning will be conducted online (VIRTUAL) via the University's Learning Management System (LMS) for all levels as well as modes of studies as follows:

- i) **LEVELS:** Certificate, Diploma, Bachelor, Master and PhD, and Postgraduate Diplomas.
- ii) **MODES:** Regular, Continuing Education Programmes (CEP), Virtual and Online Learning (VOL).

PLEASE NOTE THAT EACH NEWLY ADMITTED STUDENT IS REQUIRED TO:

1. Secure a **Laptop/Tablet/Ipad** to enable him/her participate in the LMS.
2. Register online as per the guidelines provided on the University's website and attach the following documents: Secondary school/KCSE Result Slip, National ID/Birth Certificate, NHIF or other medical cover/insurance, proof of fee payment (banking slip) for verification.
3. **Complete payment of fees** within the official period provided on the University's website.
4. Log on to the Kenyatta University website for detailed information on Registration, Orientation, application for change of course (for KUCCPS students who wish to do so) as well as online teaching and learning activities.

All newly admitted students should take note of the following:

A. SCHEDULE OF KEY SEMESTER ACTIVITIES

i) FULL-TIME PROGRAMMES

DATE:

5th – 11th October, 2020

12th – 26th October, 2020

16th October, 2020

21st October, 2020

27th October, 2020

30th Nov. – 4th Dec. 2020

4th December, 2020

18th December, 2020

9th – 10th January, 2021

11th -14th January, 2021

15th January, 2021

18th January, 2021

1st – 5th February, 2021

ACTIVITY:

Online Registration of All New Students

Virtual Orientation of All New Students including training on online registration of units and Learning Management System (LMS) access

Deadline for fee payment

Deadline for Units registration and Adjustment

Commencement of **Online** Learning

1st Continuous Assessment Tests (CATs) **online** for all new students

End of online learning for All First Year Students

(All first year students break for Christmas Holidays)

Graduation Ceremony

All first year students report for **face-to-face** learning

Verification of documents & Campus orientation

Matriculation Ceremony

Commencement of face-to-face learning

2nd Continuous Assessment Tests (CATs) face-to-face for all

22nd Feb. – 5th Mar. 2021
8th – 19th March, 2021

new students
Examinations Period for all new Regular Students
Examinations Period for all new (Law/Nursing/BSc F,N&D/
Medicine/Pharmacy/Architecture, CIT & Energy) students

ii) VIRTUAL & OPEN LEARNING (VOL)

5 th – 30 th October, 2020	Online Registration of new students
10 th October, 2020	1 st Virtual Orientation of new students by Digital School
12 th Oct - 14 th Oct, 2020	Virtual Orientation at the respective Schools
23 rd October, 2020	Virtual Address by the University Management
26 th October, 2020	Welcome Address by the Vice-Chancellor (Virtual)
30 th October, 2020	Deadline for fee payment
31 st Oct – 1 st November, 2020	MSS Group Tutorial 1 (face-to-face)
24 th October, 2020	2 nd Virtual Orientation of new students by Digital School
6 th November, 2020	Deadline for Units registration and Adjustment
7 th - 8 th November, 2020	Undergraduate Tutorials 1 (face-to-face)
14 th – 15 th Nov, 2020	Undergraduate Tutorials 2 (face-to-face)
21 st – 22 nd Nov, 2020	Postgraduate, Diploma and Certificate Tutorials (face-to-face)
21 st November, 2020	MSS Group Tutorials 2 (face-to-face)
5 th – 6 th Dec, 2020	Undergraduate CATs (Online)
19 th – 20 th Dec, 2020	Postgraduate, Diploma and Certificate CATs (Online)
11 th Jan – 16 th Jan, 2021	Examinations period

iii) CONTINUING EDUCATION PROGRAMMES (CEP)

5 th - 11 th October, 2020	Online Registration of Newly admitted students
10 th October 2020	Virtual Orientation by Digital School
10 th Oct. - 26 th October, 2020	Online Training and Registration of Units/Training on Learning Management System (LMS)
16 th October, 2020	Deadline for fee payment
21 st October, 2020	Deadline for Units registration and Adjustment
27 th Oct. – 27 th November, 2020	Online Learning for newly admitted students
23 rd – 27 th November, 2020	1 st CATs (Online)
28 th Nov. - 29 th November, 2020	Arrival for face-to-face learning newly admitted students
30 th Nov. - 11 th December 2020	Face-to-face Learning
19 th Dec. 2020 - 3 rd January 2020	Christmas Break
4 th Jan. - 22 nd January, 2021	Resumption of Online Learning for newly admitted students
April 2021	2 nd CATs (face-to-face) & First Trimester Examination 2020/2021

B. REGISTRATION

All students will be required to register online within the set registration dates by following steps outlined below:

- i. Log on to Kenyatta University website www.ku.ac.ke
- ii. Click on **Admissions** portal/window.
- iii. Click the **Online Registration** Link and follow the instructions provided for online registration.

C. VERIFICATION OF DOCUMENTS

Students **MUST** fill an online registration form and attach the documents specified below for verification:

- i. **For KUCCPS students:** KCSE Result Slip, National ID/Birth Certificate, NHIF or other medical cover/insurance, banking slip for fee payment, passport size photograph.
- ii. **All other students:** National ID/Birth Certificate, banking slip for fee payment, passport size photograph.
- iii. **International students:** Identity Card/Passport, banking slip for fee payment, passport size photograph.

Please Note: Presentation of duly filled Joining Instruction Forms and physical verification of original documents will take place when the University opens for face-to-face learning.

D. ORIENTATION

Orientation is **mandatory** for all the newly admitted students. It will be done online and will cover the following areas: Address by the Vice-Chancellor and other key University officers, registration for course units, use of online Learning Management System (LMS), Inter/Intra School or Departmental transfers, online teaching and learning, among others.

Students will be required log on to the Kenyatta University website www.ku.ac.ke, open the **Orientation Link** and follow the steps to undergo the online orientation as per timelines/dates provided above.

E. ONLINE LEARNING MATERIALS

All the new students will be required to secure a Laptop/Tablet/iPad to enable them participate in the online learning activities. The course content/materials have been uploaded online and shall be accessed by any student wherever he/she is, within and outside the country. Students shall be taken through the procedure for accessing Learning Management System as well as online content during the orientation.

Specifications for laptops/Tablets/iPads:

Please visit <http://www.ku.ac.ke/index.php/ku/item/1678-specifications-for-students-laptops> for specifications on Laptops, Tablets and iPads.

F. STUDENT PORTALS

The University has created the following online accounts for each student: corporate email account, student portal account and e-learning account. The log-in credentials to each account will automatically be generated and emailed to each student during registration process.

G. FEE PAYMENT

All new students will be required to complete payment of fees within the stipulated period specified in the semester dates. Students who will not have completed paying fees within the set deadline will be required to call-off the semester by writing to the Registrar (Academic). Fees should be paid to any of the accounts provided in the Admission Letters and a copy of the banking slip scanned and sent as guided in the registration process.

H. INTER/INTRA SCHOOL TRANSFERS BY KUCCPS STUDENTS

A student who wishes to transfer from one programme to another will do so by applying online using a prescribed online form provided on the University website between **5th and 24th October, 2020**. Transfer will only be possible after registering as a *bona fide student* of Kenyatta University. Names of successful applicants will be posted on the University website.

I. COMMUNICATION/CORRESPONDENCES

Any student who wishes to contact the Office of the Registrar (Academic) can do so via the postal address, emails and mobile telephone numbers provided below.

Students are also expected to visit the University website www.ku.ac.ke to acquaint themselves with all the requirements and detailed information about their studies at the University.

ENQUIRIES AND INFORMATION

For further information, please contact:
The Registrar (Academic), Kenyatta University,

P.O. Box 43844 – 00100, Nairobi

Tel: +254-20-8703061

Email: registrar-acad@ku.ac.ke

KUCCPS Undergraduate Admissions: Mobile: +254-727771905

E-mail: admissions-kuccps@ku.ac.ke

SSP Undergraduate Admissions: Mobile: +254-745231768/ +254-737423721

E-mail: admissions-ssp@ku.ac.ke

CEP & Open Learning Undergraduate Admissions: Mobile: +254-745231768

E-mail: cep-satellite@ku.ac.ke

Postgraduate & International Undergraduate Admissions: Mobile: +254-780830830

E-mail: admissions-pg@ku.ac.ke

Admissions Customer Care and Call Center: +254-20 8704115/16

E-mail: info.admissions@ku.ac.ke