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## OFFICE OF THE REGISTRAR

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### REMINDER ON REGISTRATION: 2025, SEMESTER 1

All students (Conventional, Block Release and those on Work Related Learning) are hereby urged to take note of the following information relating to Registration for the 2025, Semester 1.

- (a) Unregistered students are being advised that Normal Registration is closing on **Friday 14<sup>th</sup> of March 2025**.
- (b) Late Registration, which attracts a Late Registration fee will run from **Monday 17 March 2025 to Friday 28 March 2025**.
- (c) There is **no provision** for Late, Late Registration or Registration in Retrospect.
- (d) 1<sup>st</sup> Session Semester Examinations are running from **7<sup>th</sup> – 11<sup>th</sup> of April 2025**.
- (e) **Only Registered Students** will be allowed to sit for the 1<sup>st</sup> Session of the Semester Examinations.
- (f) 2<sup>nd</sup> Session Semester Examinations shall be written by **Fully Paid-up** students.
- (g) Students are required to pay at least 60% of the total Semester fees to be eligible to register. Those that will be in University Accommodation are required to pay full Semester fees in order to be eligible to register.
- (h) Unregistered students should not proceed for Work Related Learning. **Only Registered** students will be assessed.
- (i) Students who fail to register within the indicated Registration Timelines should consider themselves as having **deferred** their studies.

#### **NB**

- All students who Deferred Studies (who failed to register) during the 2024, Semester 2, are urged to properly regularise their Registration within the indicated Registration Timelines to avoid further prejudicing themselves.
- Students are advised not to make payments on the last day of registration as it takes at least 24 hours from the day of payment for the amount to reflect on the portal.
- No student shall be allowed to proceed for Work Related Learning without having passed all outstanding Level 1 and Level 2 modules. For LLB Students this includes Level 3 Modules.
- For any further inquiries and any points of clarification, please do not hesitate to contact the undersigned or any member of the Academic Registry Team.

  
**Mrs PM Muhita**

**Deputy Registrar, Academic Affairs**

