



MASENO UNIVERSITY

DOCUMENT TITLE:	PROCEDURE FOR ADMISSION AND REGISTRATION OF STUDENTS		
DOC. NO.	MSU/ASA/ACA/OP/07	ISSUE NO:	1
DATE OF ISSUE:	8 TH JUNE, 2018	REV. NO:	0
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SIGNATURE:		SIGNATURE:	

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0.1 DOCUMENT CHANGES

#	Date	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.	8/6/2018	1	Inclusion of Author, Title and issuance by MR on cover page	DVC ASA
2.	8/6/2018	2	Clause 0.2 reviewed to state the procedure shall be available on the University website	DVC ASA
3.	8/6/2018	2	0.1 Inclusion of page and title columns in document change table	DVC ASA
4.	08/06/2018	2-6	Rearrangement of clauses as a result of omission of title that was previously clause 1	DVC ASA
5.	08/06/2018	3	1.0 omission of title. 3.1 and 3.6 Reference to ISO 9001:2015 Standard and MSU/VC/MR/OP/01	DVC ASA
6.	08/06/2018	3	Omission of title hence purpose becomes clause 1	DVC ASA
7.	08/06/2018	4	4.17 HOD – Head of Department included	DVC ASA
8.	08/06/2018	4, 5, 6	Omission of clauses 7.2.4, 7.2.5, 7.2.8, 7.3.4	DVC ASA
9.	08/06/2018	5	6.2.8 New clause	DVC ASA
10.	8/6/2018	ALL	Change of font type and size	DVC ASA

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0.2 DOCUMENT DISTRIBUTION

This procedure shall be available on the Maseno University website for authorized users.

1. PURPOSE

The purpose of this procedure is to ensure efficiency and consistency in processing admission and registration of students.

2. SCOPE

This procedure covers application for admission and registration process for students in Maseno University.

3. REFERENCE

- 3.1 ISO 9001-2015: Quality Management System Requirements
- 3.2 Maseno University Quality Manual
- 3.3 Maseno University Admission Policy
- 3.4 MSU/MR/OP/01, Control of Documented Information Procedure
- 3.5 Maseno University Registration Policy
- 3.6 MSU/VC/MR/OP/01

4.0 TERMS AND DEFINITIONS & ABBREVIATIONS

- 4.1 **AO** - Admissions Officer
- 4.2 **DEC**- Data Entry Clerk
- 4.3 **RO** - Registration Officials
- 4.4 **NR** - Nominal Roll
- 4.5 **RC** - Registration Centres
- 4.6 **DC** - Deans Committee
- 4.7 **ASA**- Academic & Student Affairs
- 4.8 **KUCCPS** - Kenya Universities and Colleges Placement Service

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4.9 **SGS Board** - School of Graduate Studies Board

4.10 **SSP** – Self Sponsored Programmes

4.11 **Applicant** - Any person who submits a completed University application form to the Registrar’s Office/Director

4.12 **Full-time Student/Regular student** - any student enrolled in a programme or course for a minimum of twelve (12) weeks per Semester.

4.13 **Part-time Student** – any student enrolled in a programme or course being conducted during school holidays (April, August & December)

4.14 **Government Sponsored Student** - Any student admitted by the KUCCPS and is eligible for student loan.

4.15 **Orientation** – Information/training by the University for the 1st time i.e. 1st Year Students

4.16 **HELB** – Higher Education Loans Board

4.17 **HOD** – Head of Department

5.0 RESPONSIBILITIES

The Registrar Academic & Student Affairs shall be responsible for the effective implementation of this procedure.

6.0 METHOD

6.1 Admission of Government Sponsored Students

6.1.1 The Registrar ASA shall request Deans of Schools to provide programme capacities, which shall be considered and approved in the Senate.

6.1.2 Upon approval, the Registrar shall forward a soft copy of capacity document to KUCCPS.

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6.1.3 Upon receipt of list of admitted students from KUCCPS, Registrar ASA, shall prepare admission letters and joining instructions. The documents shall be uploaded onto the University website and students informed to download letters of admission.

6.2 Admissions of Self Sponsored Programme

6.2.1 All applications shall be received by the Registrar ASA through online applications or printed copies.

6.2.2 Applications shall be submitted, together with evidence of payment of application fees and other relevant documentations as prescribed in application form.

6.2.3 The AO shall sort, record and forward the applications to relevant Deans for evaluation.

6.2.4 Upon receipt of the application forms, the Deans of Schools and HODs shall either recommend/not recommend for admission based on admission requirements of the University.

6.2.5 In cases where the Deans and HODs do not recommend admission based on admission requirements, they shall state the reasons accordingly.

6.2.6 The Deans shall generate summary of the applications within 7 days of receipt and forward the same to Registrar, ASA

6.2.7 Registrar ASA shall prepare send provisional Admission Letters to admitted applicants upon ratification of applications by Deans Committee.

6.2.8 The final admission letters with admission numbers shall be issued to the students upon fulfillment of the financial obligations stated in the provisional admission letters.

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6.3 Registration

6.3.1 Academic calendar (Almanac) shall be prepared by Registrar (ASA) and approved by Senate. The Almanac shall state the opening and closing dates.

6.3.2 The students shall be notified of the opening date through university website and the media.

6.3.3 On reporting date all students shall report to Registration Centers and present original documents for verification while those at e-campus shall present documents during the first semester face to face meeting.

6.3.4 In the event that the documents are not authentic, the student shall be advised accordingly. If the documents are authentic the student shall be issued with a movement form which they shall complete and then register through the various stages as indicated in the form.

6.3.5 Admitted students shall be issued with temporary identification cards.

6.3.6 The completed Movement forms shall be kept in the student's individual files in the Academic Registry.

6.3.7 All continuing students shall be expected to register online in the student portal after payment of requisite fees.

6.3.8 All students shall be expected to have completed the registration process within three (3) weeks. Otherwise those unable to register within the specified period shall be expected to defer their studies.

6.3.9 The Data Entry Clerk shall update the nominal roll and a list of all registered students sent to Schools/ Institute and Examination Section