



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

NOTICE

FROM: REGISTRAR-ASA

REF:MksU/REG-ASA/OC/VOL.2

TO: ALL STUDENTS

DATE: 24TH SEPTEMBER, 2024

SUBJECT: REGISTRATION FOR RETAKE (24TH SEPTEMBER – 27TH SEPTEMBER 2024)

This is to inform all students who are having retakes to apply for the units through the given link. Once the applications for the retakes are submitted, the affected students may continue attending classes for the units being retaken as other process of billing and unit registration will be done by Finance and the Departments respectively.

Link: <https://forms.gle/deHG3wy8mzbFT7F56>

The Registrar (ASA) Office will not process manual applications for retakes. Kindly apply for all your retake(s) online.

Kindly comply


PATRICK OKEMBA
AG. REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

Cc.

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|-----------------------------------|---------------------------------------|
| 1.Vice Chancellor-to note on file | 7. Head of Examinations |
| 2.Deputy Vice Chancellor (ASA) | 8.Snr. Assistant Registrar-Admissions |
| 3.Deputy Vice Chancellor (APF) | 9.Deans of Schools |
| 4.Deputy Vice Chancellor (RIL) | 10.CODs |
| 5.Chief Finance Officer | 11.Student Leaders |
| 6.Dean of Students | 12.ICT Department |
| | 13.Director, Quality Assurance |

PO/jmg

