# KARATINA UNIVERSITY
## OFFICE OF THE REGISTRAR
### (ACADEMIC AFFAIRS)

TEL: +254 729721 200/02021776713                    P.O. Box 1957- 10101, **KARATINA**

## INTERNAL MEMO

**From:**   Registrar (AA)                    **Ref:**   29th August 2022

**To**:     2022/2023 First Year Students                    **Date:**   KarU/Rg.AA/ 1/Vol. 9

### RE:  CHANGE OF PROGRAMME IN 2022/2023 ACADEMIC YEAR

This is to notify all First Year Students in the 2022/2023 Academic Year who seek to change programme initially placed that they submit requests from **Monday, 29th August 2022 to Friday, 2nd September 2022 in their respective Schools.** Students should submit the following details at their respective Schools:
1) **Registration Number;**
2) **Student Name;**
3) **Current Programme;**
4) **Preferred Programme;**
5) **KCSE Index Number and;**
6) **KUCCPS Login Password** *(This is either KCPE Index Number or Birth Certificate Number)*;

Request for change of programme shall **Only be Approved** on the following conditions:
1) The student has completed registration to the programme they had initially been admitted;
2) The student has met **KUCCPS Cluster Points** of the programme he/she seeks to change to;
3) The student has met **specific programme Professional Requirements** including; Teachers Service Commission, Kenya Nutrition and Dietetics Institute and Nursing Council and;
4) There is a **vacancy in the programme intended to change**.

**NB:**
1) **Students are required to consult their respective Schools to ensure they make requests to programmes they qualify for Change.**
2) Results for the Change of Programme will be communicated on **Wednesday, 7th September 2022 at the Respective Schools.**
3) All students are advised to commence classes in their current programmes till the results of their requests are availed on **Wednesday, 7th September 2022.**

Thank you.

**Dr. Wangari Gathuthi**
**Registrar (Academic Affairs)**

Cc     Vice Chancellor
        Deputy Vice Chancellor (ARSA)
        Deputy Vice Chancellor (PFA)
        Registrar (P&A)
        Finance Officer
        Deans of Schools
        Ag. Director ICT
        Senior Assistant Dean of Students
        School Administrative Assistants