JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

DOCUMENT	**:**	**PROCEDURE FOR ADMISSION AND REGISTRATION OF STUDENTS**
DOC. NO	**:**	**JOOUST/AA/R/OP 09**
AUTHORIZED BY	**:**	**DEPUTY VICE-CHANCELLOR SIGN:**
		ACADEMIC, STUDENT AFFAIRS & RESEARCH
ISSUED BY	**:**	**REGISTRAR SIGN:**
		ACADEMIC AND STUDENT AFFAIRS

0.1 DOCUMENT DISTRIBUTION

S. NO	TYPE	OFFICE
i.	Original	QMR
ii.	Copy	VC
iii.	Copy	DVC (AA)
iii.	Copy	R (AA)
iv.	Copy	Principal, Deans and Directors
vi.	Soft Copy	JOOUST Website by password

0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
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1.0 **Purpose:** To ensure efficient, effective and admission and registration of students at JOOUST.

2.0 **Scope :** This procedure covers the admission and registration of students at JOOUST.

3.0 **References:**

    i. ISO 9001:2015 Standard

    ii. JOOUST Quality Manual

    iii. JOOUST Statutes

    iv. JOOUST Admissions Policy

    v. JOOUST Rules and Regulations for undergraduate and postgraduate students

4.0 **Abbreviations /Acronyms and Definition of terms**

i.	DR (AA):	Deputy Registrar, Academic Affairs
ii.	R(ASA):	Registrar Academic and Student Affairs
iii.	DVC(ASAR):	Deputy Vice-Chancellor (Academic, Student Affairs & Research)
iv.	VC :	Vice Chancellor
v.	ERP:	Enterprise Resource Planning
vi.	HEF:	Higher Education Fund
vii.	HELB:	Higher Education Loans Board
viii.	KUCCPS:	Kenya Universities and Colleges Central Placement Services
ix.	JOOUST:	Jaramogi Oginga Odinga University of Science and Technology

5.0 **Responsibility**: R(ASA) shall be responsible for the implementation and effective supervision of this procedure.

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6.0   Method

6.1   Admission of KUCCPS Placed Students

6.1.1   The VC shall receive communication from the KUCCPS Secretariat to declare capacity for programmes in the University.

6.1.2   The VC shall forward the communication to DVC(ASAR) who in consultation with R(ASA) and Deans of Schools shall declare capacities for respective programmes.

6.1.3   The DVC(ASAR) shall forward the declared capacities to the VC for approval.

6.1.4   R(ASA) shall upload the approved declared capacities unto KUCCPS website within three days of approval.

6.1.5   The VC shall receive the list of placed students based on the declared and approved capacities during the KUCCPS meeting.

6.1.6   R(ASA) shall download the list of placed students from the KUCCPS website.

6.1.7   DR(AA) shall upload the placed students unto the ERP System and process the registration/admission numbers within three days.

6.1.8   The students shall log into JOOUST ERP system (Admission Portal) using the KCSE index number/Year of Examination to upload their bio data details and download admission letters and other admissions requirements.

6.1.9   Students shall report on the date determined by the JOOUST Senate for registration and orientation programme.

6.1.10   DVC (ASAR) shall forward an admission status report to the VC within two weeks of students reporting.

6.2.0   Admission of Self Sponsored Students

6.2.1   R(ASA) shall place an advertisement both print and electronic media for the courses giving minimum entry requirements, mode of study, fees and campus at which the programme is to be held.

6.2.2 Interested applicants shall download the application forms from the University website (www.jooust.ac.ke) or collect the same from the office of the R(ASA) or any of the JOOUST campuses.

6.2.3 The applicants shall pay the application fees through the declared bank accounts and forward/attach the original pay in slip with the duly filled forms and other necessary requirements.

6.2.4 DR(AA)shall receive the duly filled application forms with relevant admission documents and sort them by programme.

6.2.5 DR(AA)shall forward the application forms to respective Deans of Schools for comments within one week.

6.2.6 The respective Deans shall forward their comments to R(ASA) within one week.

6.2.7 DR(AA)shall compile the list of applicants within two weeks and forward it to Deans Committee for consideration and approval.

6.2.8 DVC (ASAR) shall ratify the recommendation of the Deans committee within one week.

6.2.9 DVC(ASAR) shall authorize R(ASA) to send admission letters to successful applicants and regret letters to unsuccessful applicants within one week.

6.3 Registration of Students.

6.3.1 The Senate shall set opening dates one month before the end of the semester.

6.3.2 The DR(AA)shall avail documents for registration process at the registration stations one month before the opening date.

6.3.3 The DR(AA) shall prepare a schedule and a list of members of staff to be involved in the registration exercise, one week before the opening date.

6.3.4 The DR(AA) shall print copies of updated nominal rolls from ERP System and send copies to the relevant departments at least two (2) weeks before registration day.

6.3.5   DR(AA) shall issue students with registration checklists as they report to the registration stations for student's portal activation and registration on ERP System.

6.3.6   Students shall present original certificate, duly filled registration documents and copies of the certificates at the registration stations for verification.

6.3.7   The registration window shall be opened for two (2) weeks. Students who fail to register within the specified period shall be expected to request for deferment of studies.

6.3.8   The DR(AA)/Deans/CoDs shall ensure accuracy and completeness of the details entered on the registration documents before filing.

6.3.9   The DR(AA) shall keep the completed registration movement forms in the students' individual files within two weeks after registration.

6.3.10   R(ASA) shall issue new students with identification cards within one (1) month of registration.

6.3.11   R(ASA)shall forward a registration status report to the DVC (ASAR) within two weeks of student's registration for onward transmission to the VC.

6.4   Conducting Students Orientation

6.4.1   R(ASA)shall inform the students through the Academic Calendar of the date of orientation.

6.4.2   R(ASA)in consultation with DVC(ASAR) shall draw an orientation programme and circulate to Deans and CoDs at least two (2) weeks before students report.

6.4.3   The R(ASA)shall ensure that orientation is conducted as per the programme.

6.4.4   The students shall fill in students' orientation evaluation form within two (2) weeks of the completion of the exercise.

6.4.5   R(ASA) shall analyze the feedback and prepare a report to DVC (ASAR) within one week which then is submitted to the VC for necessary action.

6.5   Inter-University Transfer of Students

6.5.1   Students who wish to transfer shall write to the Secretary KUCCPS through the VC stating the University she/he wants to transfer to.

6.5.2   The VC shall forward his recommendation to KUCCPS and a copy is made available to DVC (ASAR) for records.

6.5.3   The VC shall receive a transfer request from a student wishing to join the University and forward the same to DVC (ASAR) within one week.

6.5.4   The DVC (ASAR) shall determine the eligibility of the student in consultation with R(ASA)and respective Deans.

6.5.5   DVC (ASAR) shall advise the VC on the eligibility of the student within one week of receiving the request.

6.5.6   The VC shall forward his recommendation to KUCCPS with a copy to the University where the student is transferring from and the student within one week.

6.5.7   R(ASA)on receipt of a letter from KUCCPS through the VC allowing the Inter-University transfer shall write a letter of Admission to the student within one week.

6.6   Students Records Management

6.6.1   DR(AA) shall receive duly filled forms and letters from students and verify them.

6.6.2   DR(AA)shall forward the duly filled forms /letters to registry clerk to enter data into students' file/record within two days.

6.6.3   Registry Clerk shall update the file(s)/records immediately.

6.6.4   Registry Clerk shall ensure proper and secure handling of the file/record restricting access to authorized persons at all times.

6.7   Inter Faculty Transfer

6.7.0   R(ASA) shall announce and advice Deans of respective schools on the time frame for course transfer during orientation week to declare available spaces within two weeks.

6.7.1   Deans shall declare available space within one week after the closing of orientation.

6.7.2   The students shall fill the Inter-Faculty/School Transfer request forms (google forms) indicating the programme /course and KUCCPS programme code he/she wants to join and giving reasons within one week after orientation.

6.7.3   DR(AA) shall summarize students requests and upload unto KUCCPS Institutional portal for validation based on the approved cut-off points within one week.

6.7.4   R(ASA) shall forward the validated results from KUCCPS indicating those who have met /not met the cut-off points and minimum requirements to the Deans Committee for approval within one week.

6.7.5   DR(AA) shall amend registration records of the students on the ERP System within one week of the approval by Deans Committee.

6.7.6   R(ASA) shall communicate the decision of the Deans Committee to the students within one week.

6.7 Credit Transfer

Rider on credit cumulation and transfer policy

6.8.1   Qualified students shall write to their respective Deans of Schools/CoDs attaching copies of their certificates and transcripts immediately after admission and registration.

6.8.2   Respective Deans of Schools/ CoDs shall verify the certificates and transcripts and recommend to the Deans Committee by forwarding their recommendations to R(ASA)within one week.

6.8.3   DR (AA) shall compile the respective Deans of Schools comments and table in Deans Committee   meeting within one week of receiving the comments.

6.8.4   Deans Committee shall approve/decline the students' requests within two weeks of receiving them.

6.8.5   R(ASA) shall inform the students in writing the decision of the Deans Committee within one week.

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