



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT : PROCEDURE FOR ADMISSION AND REGISTRATION OF STUDENTS

DOC. NO : JOOUST/AA/R/OP 11

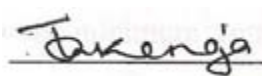


**AUTHORIZED BY : DEPUTY VICE-CHANCELLOR SIGN: .....
ACADEMIC AFFAIRS**

**ISSUED BY : REGISTRAR SIGN: .....
ACADEMIC AFFAIRS**

0.1 DOCUMENT DISTRIBUTION

S. NO	TYPE	OFFICE
i.	Original	MR
ii.	Copy	DVC, AA
iii.	Copy	RAA
iv.	Copy	All Deans, Directors and Coordinators
v.	Copy	Heads of Academic departments
(vi)	Soft Copy	JOOUST Website by password

0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
27/04/2012	Methods 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7 & 6.8 to include aspects of efficiency & effectiveness.	
29/4/2013	Procedure reviewed to reflect change of status from BUC to JOOUST	
30/04/2015	Procedure reviewed for adequacy	

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1.0 Purpose: To ensure efficient, effective and fair admission and registration of students at JOOUST.

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

- 3.0 References:**
- 3.1 ISO 9001:2008 Standard
 - 3.2 JOOUST Quality Manual
 - 3.3 JOOUST Statutes
 - 3.4 Admissions Policy
 - 3.5 Rules and Regulations for undergraduate and postgraduate students

4.0 Terms and Definitions

- 4.1 BUC: Bondo University College
- 4.2 JOOUST Jaramogi Oginga Odinga University of Science and Technology
- 4.2 DVC AA: Deputy Vice-Chancellor, Academic Affairs
- 4.3 RAA: Registrar Academic Affairs
- 4.4 DR, AA: Deputy Registrar, Academic Affairs
- 4.5 KUCCPS: Kenya Universities and Colleges Central Placement Services
- 4.6 HELB: Higher Education Loans Board

5.0 Responsibility: RAA shall be responsible for the implementation and effective supervision of this procedure.

6.0 Method

6.1 Admission of KUCCPS Students

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

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- 6.1.2 The VC shall forward the communication to DVC AA who in consultation with RAA and Deans of Schools shall declare capacities for respective programmes.
- 6.1.3 DVC AA shall forward the declared capacities to the VC for approval.
- 6.1.4 RAA shall forward the approved declared capacities to KUCCPS within one month of approval.
- 6.1.5 The VC shall receive the list of apportioned students based on the declared capacities during the KUCCPS meeting.
- 6.1.6 RAA shall assign the students admission numbers and send admission letters through the addresses provided by KUCCPS.
- 6.1.7 Students shall report on the date determined by the JOOUST Senate.
- 6.1.8 DVC AA 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 RAA shall place an advertisement for the courses giving minimum entry requirements, mode of study, fees and campus/learning centre 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 RAA or learning centres of JOOUST.
- 6.2.3 The applicants shall pay the application fees through the declared bank accounts and forward the original pay in slip with the duly filled forms and other necessary requirements.
- 6.2.4 DRAA shall receive the application forms and relevant documents and sort by programme.
- 6.2.5 DRAA 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 RAA within one week.

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- 6.2.7 DRAA shall compile the list of applicants within two weeks and forward it to Deans Committee for consideration and approval.
- 6.2.8 DVC AA shall ratify the recommendation of the Deans committee within one week.
- 6.2.9 DVC AA shall authorize RAA to send admission letters to selected students and regret letters to non-selected students 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 DRAA shall avail documents for registration at the registration centers one month before the opening date.
- 6.3.3 The DRAA shall prepare a schedule and a list of members of staff to be involved in the registration, one week before the opening date.
- 6.3.4 The DRAA shall print copies of updated nominal rolls and send copies to the relevant departments at least two (2) weeks before registration day.
- 6.3.5 Registration Clerks shall issue students with registration checklists as they report to the registration centers.
- 6.3.6 Students shall duly fill the relevant parts of checklists and go through the various stages indicated on the form.
- 6.3.7 Students shall complete the registration process within two (2) weeks. Otherwise those unable to register within the specified period shall be expected to request for deferment of studies.
- 6.3.8 The DRAA shall ensure accuracy and completeness of the details entered on the registration documents before filing.
- 6.3.9 The DRAA shall store the completed regulation forms in the students' individual files within two weeks after registration.
- 6.3.10 The DRAA shall update the nominal roll and a list of all registered students and send to Academic departments.
- 6.3.11 RAA shall issue new students with identification cards within one (1) month of registration

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6.4 Conducting Students Orientation

- 6.4.1 RAA shall inform the students through the Academic Calendar of the date of orientation.
- 6.4.2 RAA in consultation with DVC AA shall draw an orientation programme and circulate to Deans and HoDs at least two (2) weeks before students report.
- 6.4.3 The RAA shall issue the orientation programme to students during arrival.
- 6.4.4 The RAA shall coordinate the orientation programme.
- 6.4.5 The VC’s address to the students shall mark the end of the orientation programme.
- 6.4.6 The students shall fill in students’ orientation evaluation form within two (2) weeks of the completion of the exercise.
- 6.4.7 RAA shall analyze the feedback and prepare a report to DVC AA within one week after receipt for submission to the VC.

6.5 Inter-University Transfer of Students

- 6.5.1 The student shall write to the Secretary KUCCPS through the VC JOOUST stating the University she/he wants to transfer to.
- 6.5.2 The VC JOOUST shall forward his recommendation to KUCCPS and a copy to DVC AA for JOOUST records.
- 6.5.3 The VC shall receive a transfer request from a student wishing to join JOOUST, and forward the same to DVC AA within one week to determine the eligibility of the student in consultation with RAA and respective Deans.
- 6.5.4 DVC AA shall advise the VC on the eligibility of the student within one week of receiving the request.
- 6.5.5 The VC shall forward his recommendation to KUCCPS with a copy to the Student’s University and the student within one week.
- 6.5.6 RAA 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.

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6.6 Students Records Management

- 6.6.1 DRAA shall receive forms and letters from students and verify them.
- 6.6.2 DRAA shall forward the forms 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.
- 6.6.5 DRAA shall receive application forms and check to ensure that all the required documents are attached, filed and folioed.

6.7 Inter Faculty Transfer

- 6.7.0 RAA 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 indicating the Faculty/School he/she wants to join and giving reasons within one week after orientation.
- 6.7.3 RAA shall immediately forward the request forms to respective Deans of Schools for their remarks.
- 6.7.4 RAA shall summarize students request, calculate the cut-off points and table in the Deans Committee during the second week.
- 6.7.5 Deans Committee shall approve or decline students transfer requests.
- 6.7.6 DRAA shall amend registration records of the students within one week.
- 6.7.7 RAA shall communicate the decision of the Deans Committee to the students within one week.

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6.8 Credit Transfer/Unit waiver

- 6.8.1 Qualified students shall write to their respective Deans of Schools/Heads of Departments attaching copies of their certificates and transcripts immediately after admission and registration.
- 6.8.2 Respective Deans of Schools/ Heads of Departments shall verify the certificates and transcripts and recommend to the Deans Committee by forwarding their recommendations to RAA within one week.
- 6.8.3 DRAA shall calculate the weighted cluster points for the students, 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 RAA shall inform the students in writing the decision of the Deans Committee within one week.

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