



**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 ACADEMIC AFFAIRS

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ISSUED BY : REGISTRAR ACADEMIC AFFAIRS

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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. DVC(AA): Deputy Vice-Chancellor, Academic Affairs
- iii. ERP: Enterprise Resource Planning
- iv. HELB: Higher Education Loans Board
- v. JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- vi. KUCCPS: Kenya Universities and Colleges Central Placement Services
- vii. R(AA): Registrar Academic Affairs

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

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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.
- 6.1.2 The VC shall forward the communication to DVC (AA) who in consultation with R(AA) 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 R(AA) 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 R(AA) shall assign the students admission numbers and upload the admission letters on the University website for the students to download using their KCSE index numbers.
- 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 R(AA) 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(AA) or JOOUST campuses.
- 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.

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- 6.2.4 DR(AA)shall receive the application forms and relevant 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(AA)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 (AA) shall ratify the recommendation of the Deans committee within one week.
- 6.2.9 DVC (AA) shall authorize R(AA)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 Registration Clerks shall issue students with registration checklists as they report to the registration stations for Accounts activation and registration on ERP System
- 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.

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- 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(AA)shall issue new students with identification cards within one (1) month of registration
- 6.3.11 R(AA)shall forward a registration status report to the DVC (AA) within two weeks of students registration which then is forwarded to the VC.

6.4 Conducting Students Orientation

- 6.4.1 R(AA)shall inform the students through the Academic Calendar of the date of orientation.
- 6.4.2 R(AA)in consultation with DVC AA shall draw an orientation programme and circulate to Deans and CoDs at least two (2) weeks before students report.
- 6.4.3 The R(AA)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(AA)shall analyze the feedback and prepare a report to DVC (AA) 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 (AA) 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 (AA) within one week.
- 6.5.4 The DVC (AA) shall determine the eligibility of the student in consultation with R(AA)and respective Deans.

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- 6.5.5 DVC (AA) 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(AA)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 forms and letters from students and verify them.
- 6.6.2 DR(AA)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.

6.7 Inter Faculty Transfer

- 6.7.0 R(AA)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 R(AA)shall immediately forward the request forms to respective Deans of Schools for their remarks.
- 6.7.4 R(AA)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 the transfer requests.

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- 6.7.6 DR(AA)shall amend registration records of the students on the ERP System within one week.
- 6.7.7 R(AA)shall communicate the decision of the Deans Committee to the students within one week.

6.7 Credit Transfer

Rider on credit cummulation 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 (AA)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(AA)shall inform the students in writing the decision of the Deans Committee within one week.

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