



MASENO UNIVERSITY
OFFICE OF THE REGISTRAR, ACADEMIC AND STUDENT AFFAIRS

REGISTRATION GUIDELINES TO NEW STUDENTS 2022/2023 ACADEMIC YEAR

Congratulations and welcome to Maseno University!

For a successful registration process, kindly note the following guidelines:-

1. Students are reminded to complete payment of fees before reporting on 19th September, 2022. Cases of payments that have not reflected in the student's portal to be reported to the Student Finance Office (*College Campus – immediate left turn after the college campus gate*) before proceeding to registration venues.
2. Students who shall have made payment earlier than 19th September, 2022 to report directly to registration venues as indicated below:

SCHOOL	PROGRAMME	VENUE
Arts & Social Sciences	(ALC) (ALI) (ATA)(ASA) (AGN) (APS) (AHA)	New Tuition Block: Amphitheatre East Wing
	(ACM) (ACR) (AFR) (AFA) (AID) (ADT)	New Tuition Block: Tents
	(AGS) (AGE) (AKI) (APH) (ARE) (ATH) (AMU)	New Tuition Block: Amphitheatre West Wing
Education	(ESC) (ESN) (EEC)	Graduation square tents
	(EAR) (EFR) (EMU) (EHS)	Graduation square Main Dias
Public Health & Community Development	(HMB) (HND) (HPH) (HHR)	Millennium 15 Door 1
Computing & Informatics	(CIM) (CIT) (CCS) (CCT) (CIS)	Hindocha Hall
Business & Economics	(BEC) (BES) (BEF) (BAE) (BEH)	Tent-in front of the Library
	(BHR) (BBA) (BMM) (BPS) (BBE)	New Library NL 5
	(BAF) (BTM) (BHM)	New Library NL8 annex 1
Medicine	(MML) (MBC)	Microbiology Lab
Mathematics, Statistics & Actuarial Sciences	(TAC)(TAS) (TMA) (TMB) TMC)(TME)	Millennium Hall15 - Door 1
Planning & Architecture	(PUR) (PGS) (PDM)	Millennium Hall15 - Door 2
Agriculture, Food Security and Environmental Sciences	(FAB) (FAE) (FEE)(FAG) (FAN) (FFS) (FHC) (FSP) (FAR) (FES)	Botanic Garden
Development & Strategic Studies	(DIR) (DDS) (DPS)	Odera Akang,o Campus, Yala - Main Hall
Physical & Biological Sciences	(SBS) (SIC) (SAC) (SBT) (SPH)	Millennium Hall 2 &4
Postgraduate		At the School of Graduate Studies Compound
KISUMU CAMPUS		Varsity Plaza



Note: Abbreviations are prefixes of admission numbers. Please check your admission letter to identify your registration venue.

3. Students who shall have not downloaded their Admission Letters by reporting date, should visit the office of the Registrar, Academic & Student Affairs, Admissions section – Wing B
4. Students are expected to submit **four copies** of completed personal details, declaration, commitment, emergency, medical forms, national ID card/birth certificate, admission letter and KCSE certificate/result slip.
5. Cases of Special Needs (hearing, speech, sight, and any physical impairment) should be brought to the attention of the Registrar, ASA at the Help Desk for people living with Disabilities at the University Boardroom and Hostels Manager.
6. Students are advised to be conscious of their own safety and security and that of their property. In view of this, those who seek accommodation from off-campus hostels are advised to do so from the University approved hostels. Further be advised to check and ensure that both the hostels and the environment around you, are safe and secure. You should avoid late night movements without company and be each other's keeper.
7. **Please Note:** Maseno University is a corruption free zone; Beware of fraudsters and conmen. DO NOT make any payment whatsoever to anybody other than Maseno University Accounts provided in you admission letter.
8. Meals are available at Siriba & College Campus cafeteria at affordable prices.

Emergency Numbers/Hotline:

Health Services: 0729707666/072234146/0776388439

Student Welfare/Security: 0726090444/0720338177/0723227631/0722288347/0713957116

Director Public Relations: 0722633230

Student Finance: Email: studfin@maseno.ac.ke

System Administrator: Email: studentssupport@maseno.ac.ke

Office of Registrar, ASA: 0776334399 **Coordinator:** 0733672703

