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<b>TITLE</b>	<b>AUTHOR</b>
<b>PROCEDURE FOR SIGNING UP OF ALUMNI DATA</b> CUEA/DVC ACD/ALM/01	<b>HEAD OF ALUMNI RELATIONS DEPARTMENT</b>
	NO. OF APPENDICES:
	<b>4 (FOUR)</b> <b>(A-D)</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
<b>TITLE</b>	<b>DEPUTY VICE CHANCELOR ADMINISTRATION</b>
<b>SIGNATURE</b>	
<b>DATE</b>	<b>23 February 2011</b>
<b>ISSUE DATE</b>	<b>23 March 2011</b>
<b>STAMP CONTROLLED / UNCONTROLLED</b>	
<b>NOTE:</b> <ol style="list-style-type: none"> <li>1. Write amendments on the page provided (Clause 0.2)</li> <li>2. Controlled copies of this document will be in the Head Alumni Department and the DVC- Administration office</li> </ol>	

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## 0. CONTENTS AND RECORD OF CHANGES

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### 0.2 RECORD OF CHANGES


No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title
1	19 <sup>th</sup> July 2011	3	6.2 Review the mode of communication to Finalist for signing up and inclusion of timelines.	HOD

### 0.3 Distribution / Circulation

This quality management procedure is available on CUEA servers for authorized users

- PURPOSE:** This procedure outlines the collection of students personal data, finalist students data and alumni personal data in order to have ~~an~~ updated information for the Alumni Department
- SCOPE:** This procedure applies to all the annual graduating class, students joining the student alumni network and all CUEA Alumni.
- REFERENCES:**
  - CUEA Quality Management Manual
  - Registry Records

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#### 4.0 TERMS AND DEFINITIONS

- 4.1 Alumni: Current or former student and or staff of CUEA who have sought membership to the association
- 4.2 CUEA: The Catholic University of Eastern Africa
- 4.3 HOD: Head of Department
- 4.4 DVC: Deputy Vice Chancellor
- 4.5 ADC: Alumni Data Clerk
- 4.6 Admin Administration
- 4.7 ADF Alumni Data Forms
- 4.8 Sign up: Collecting personal details of students, student finalists and Alumni.
- 4.9 Graduating Class: All students who are due to be awarded degrees, diplomas or certificates in a given year
- 4.10 AA: Assistant Administrator


#### 5.0. RESPONSIBILITY:

Head Alumni has the overall responsibility of ensuring that all the graduating class members and all alumni have been signed up.

#### 6.0 METHOD

- 6.1. The HOD shall issue ADF as per Finalists Data Collection Form (CUEA/DVC ADM/ALM/01/fm01) and avail them to AA handling student clearance in the Registry Office. Prior to the end of the last semester of the graduating class.
- 6.2. The HOD shall notify the finalist about the availability of the registration forms at the Registry Office through posters on notice boards and the alumni web link within the first two weeks of every trimester.
- 6.3. The AA in the Registry Office shall issue all students who are clearing with the ADF.
- 6.4. The student shall fill in the ADF and return it to the AA in the registry Office.
- 6.5. The ADC shall collect the duly filled forms from the AA in the registry Office.
- 6.6. The ADC shall clean up the data by verifying details, and input the Data in the system.
- 6.7. The ADC shall present the Data to the HOD for verification.
- 6.8. The HOD shall verify the data and forward any recommendation made to the ADC.
- 6.9. If there are corrections, the ADC shall make corrections on the data.
- 6.10. The ADC shall save the soft copy and file the hard copies.

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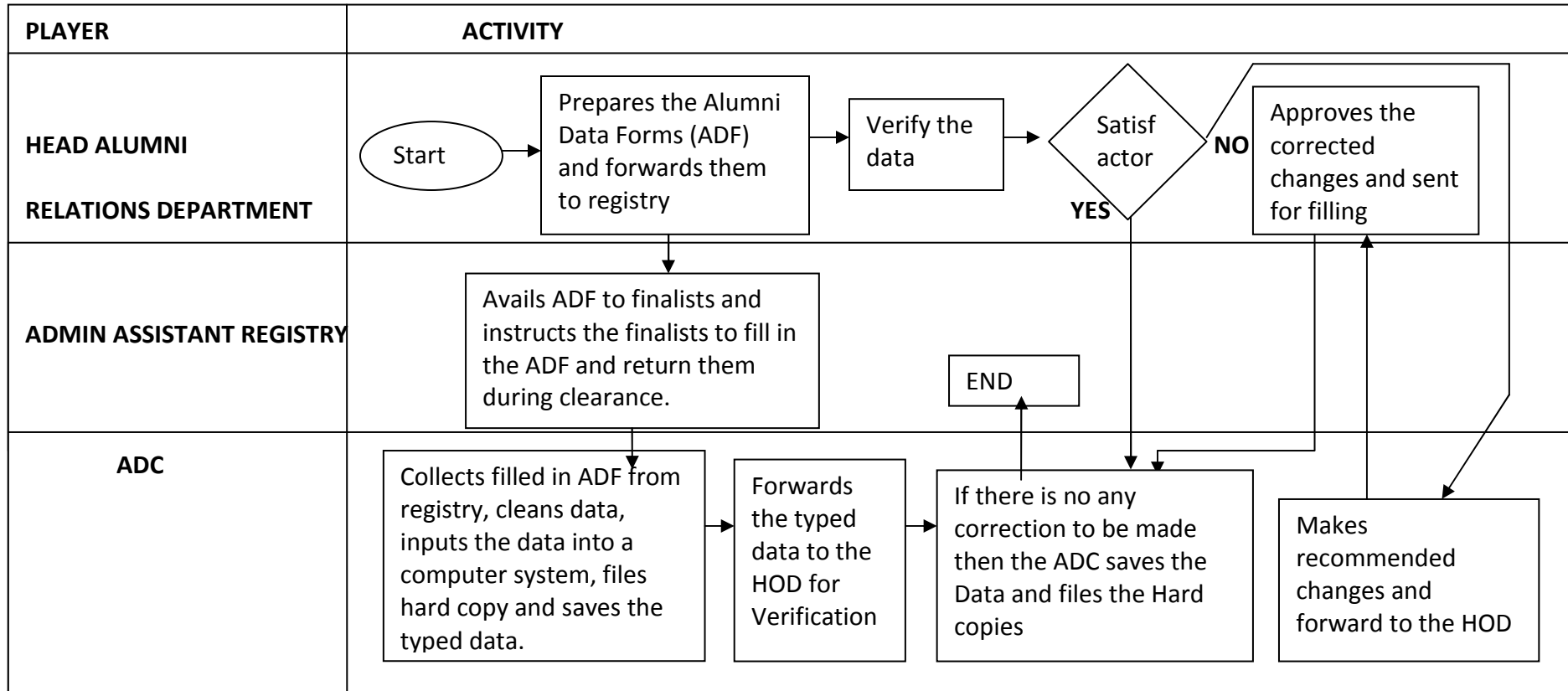
- 7.0 Appendices
- 7.1 Appendix A: Process Map
- 7.2 Appendices B: Finalists Data Collection Form
- 7.3 Appendices C: Students Alumni Network (SAN) Personal Data Form
- 7.4 Appendices D: Alumni Membership Request Form

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**Appendices: A. Process Maps for signing up Finalists Data Form.**



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## Appendices: B. Finalists Data Collection Form

Dear finalist,

### **Re. Introduction to CUEA Alumni Network**

It is with joy that I congratulate you as you take the last steps in your academic journey. You are joining over 8000 successful alumni of CUEA. In order to keep abreast of the alumni network, remain updated about your alma mater and informed of opportunities, the ALUMNI RELATIONS DEPARTMENT (ARD) would like you to do the following:

- 1) Take approximately 2 minutes to fill up personal data form on page 2 of this letter. Page 1 is yours to take away.
- 2) For those seeking employment, internship or attachment opportunities provide ARD with your CV as an email attachment to: [alumniuea@gmail.com](mailto:alumniuea@gmail.com) and **update it regularly.** The CV should indicate graduation date and expected grade (e.g.1<sup>st</sup> Class Honours, 2<sup>nd</sup> Upper Division Honours...).

As you join the job market or continue with your work, make real the following CUEA graduates core values: **Integrity, faith, Intellectual Freedom, Excellence, Service, Diversity, Mutual Respect and Stewardship.** In addition, your alma mater seeks the lasting *mutual partnership with you in pursuance of knowledge, research and community service.*

I wish you the very best as you seek opportunities to serve, to better your life and the common good. You remain a treasured member and ambassador of the Catholic University of Eastern Africa academic family.

Thank you and best regards!

### **For more information contact:**

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 The Catholic University of Eastern Africa (CUEA)  
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[http://www.cuea.edu/index.php?option=com\\_ckforms&view=ckforms&id=1&Itemid=145](http://www.cuea.edu/index.php?option=com_ckforms&view=ckforms&id=1&Itemid=145)

Telephone: +254-20-891601-6 extension.2244


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**Office Situation:** *Adjacent Multipurpose Hall (see the signpost)*

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**Please provide the following personal information (if the spaces provided are not enough use the space below to add more information)**

- (i) Reg. No. \_\_\_\_\_
- (ii) Name: \_\_\_\_\_
- (iii) Nationality: \_\_\_\_\_
- (iv) E-mail(s): \_\_\_\_\_
- Website: \_\_\_\_\_
- (v) Mobile  
Number(s): \_\_\_\_\_
- (vi) Landline Number(s): \_\_\_\_\_
- (vii) Postal Address: \_\_\_\_\_  
Physical Address: \_\_\_\_\_
- (viii) Year of graduation and Specialization (E.g. B.Com. Finance Option or B.Ed. Eng/Lit etc.  
\_\_\_\_\_
- (ix) Current occupation(s): \_\_\_\_\_ Company/Institution: \_\_\_\_\_
- (x) I have been a member of \_\_\_\_\_  
club(s)/association(using the space provided indicate if you held any leadership position in  
the club(s) \_\_\_\_\_
- (xi) Others (please specify) \_\_\_\_\_

***Thank you for updating your profile***

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**Appendices: C. STUDENTS ALUMNI NETWORK (SAN) PERSONAL DATA FORM**

(i) Name: \_\_\_\_\_

(ii) Reg. No. \_\_\_\_\_

(iii) Nationality: \_\_\_\_\_

(iv) E-mail(s): \_\_\_\_\_

(v) Mobile Number(s) and Landline  
Number(s): \_\_\_\_\_

(vi) Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

(vii) Indicate the year you anticipate to  
graduate and specialization \_\_\_\_\_

(viii) Indicate your current Occupation(s) in case you are  
working \_\_\_\_\_

(ix) Company/Institution you are working in: \_\_\_\_\_

(x) What company/institution would you like to work for upon completing your  
studies \_\_\_\_\_


(xi) Others: \_\_\_\_\_

***Thank you for joining the Student Alumni Network!***

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## Appendices: D. Alumni Membership Request Form

### Personal Information

Prefix\* \_\_\_\_\_  
 First Name \* \_\_\_\_\_  
 Middle Initial \* \_\_\_\_\_  
 Last Name \* \_\_\_\_\_  
 Birth Date \* \_\_\_\_\_  
 Country \_\_\_\_\_ City/Town \_\_\_\_\_ Province \_\_\_\_\_  
 Postal Address (Home/Private Address) \* \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Physical Address (location)\* \_\_\_\_\_  
 Telephone (landline)\* \_\_\_\_\_  
 Mobile/Cell Phone \_\_\_\_\_  
 Email (private/personal) \_\_\_\_\_

### Graduation Information

Graduation Year \* \_\_\_\_\_ Reg. No. \_\_\_\_\_  
 Degree\* \_\_\_\_\_ Major\* \_\_\_\_\_

### Employment Information

Employer/ Place of Employment \_\_\_\_\_  
 Title \_\_\_\_\_  
 Employer Address \_\_\_\_\_  
 Postal Address (Job address) \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 Email (official/job) \_\_\_\_\_

### Additional Information (Optional)

• Are you married?  Yes  No  
 Spouse Name \_\_\_\_\_  
 Is your spouse a CUEA alumni?  Yes  No  
 Spouse Graduation Year \_\_\_\_\_  
 Spouse Degree \_\_\_\_\_  
 Any important Occasion that you would like Alumni Relations to remember with you \_\_\_\_\_

### How to make Membership Subscription

Simply complete the pledge form in the alumni web link (<http://www.cuea.edu/alm/>). To discuss other donating opportunities, please contact us phone: +254-727104875 or +254787443270 or email: [alumnioffice@cuea.edu](mailto:alumnioffice@cuea.edu) or [alumniculture@gmail.com](mailto:alumniculture@gmail.com)

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