The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR STUDENT ORIENTATION & REGISTRATION (CUEA/DVC ACD/REG/02)	**ACADEMIC REGISTRAR**
	NO. OF APPENDICES: **THREE (3) 7.1 – 7.3**

AUTHORIZATION
This Standard Operating Procedure is issued under the authority of:

TITLE	**DEPUTY VICE CHANCELLOR ACADEMIC AFFAIRS**
SIGNATURE	
DATE	**24 January 2019**
ISSUE DATE	**24 January 2019**
STAMP CONTROLLED / UNCONTROLLED	CONTROLLED

NOTE:
1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the Deputy Vice Chancellor Academic Affairs and the Academic Registrar's Office

Revision	02		Date	24 Jan 2019

0.   CONTENTS AND RECORD OF CHANGES

0.1   Table of Contents

0.2   Record of Changes

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	*Page*	*Clause/subclause*	*Title*

0.3   Distribution / Circulation

This standard operating procedure is available at relevant functions for authorized users.

1.0   PURPOSE

To guide the procedure of student registration and orientation.

2.0   SCOPE

Registration for new and continuing students at The Catholic University of Eastern Africa

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3.0   REFERENCES

3.1   Student Handbook
3.2   Program of studies
3.3   Academic policies
3.4   Financial policies
3.5   University Calendar

4.0   DEFINITION OF TERMS

DVC, AA- Deputy Vice Chancellor, Academic Affaires

5.0   PRINCIPAL RESPONSIBILITIES

Academic Registrar shall have the overall responsibility to ensure that this procedure is adhered to.

6.0   METHOD

6.1   The HODs in the respective faculties shall enter the courses on offer for the respective trimester into the SAMS.

6.2   The administrative assistant shall submit registration forms (see appendix A) to respective departments.

6.3   Orientation and registration of new students

6.3.1   The university registrar in consultation with the DVC Academic shall convene an assembly of new students for orientation. Thereafter the students shall proceed to their respective departments and faculties where they are issued with the registration forms and the list of the courses on offer.

6.3.2   The student shall fill the registration form in quadruplicate which shall be signed by the respective HOD and proceed to the Credit Control department for verification of payments and approval. (Refer to work instruction no. 1).

6.3.3   On approval, students shall proceed to the Registry for verification of documents.

6.3.3.1 If the student is not cleared, he or she shall be advised accordingly and shall not continue with the registration process.

6.3.4 The Administrative Assistant shall verify the originality and completeness of documents in the application package.

6.3.4.1 If the applicant is cleared, the admissions officer shall formalize the application and issue a registration number and a password for access to SAMS.

6.3.4.2 If the applicant does not have the original documents he or she shall be advised accordingly by the Administrative Assistant

6.3.5 The Administrative Assistant shall guide the students to register for the courses using student portal and print a registration report and an invoice.

6.4 Registration of continuing students

6.4.1 The students shall proceed to their respective departments/Evening Programme office to be issued with registration forms and list of courses on offer. The HOD shall approve the dully filled registration form. Credit Control Officer shall verify the financial status of the student's account.

6.4.1.1 Administrative Assistants shall help students who shall have been approved for registration by the Credit Control Officer to register the units in the portal. (Refer to WI no. 1)

6.4.1.2 Students who shall not have been approved for registration shall be advised accordingly by the Credit Control Officer.

6.5 Dropping and adding units

6.5.1 The Administrative Assistant shall issue add/drop forms (see appendix B and C) to students who wish to make changes in their registration status during the first two weeks of the trimester.

6.5.2 The student shall fill in the drop/add form and submit to the HOD/Dean, Registrar and Financial Administrator for approval.

6.5.2.1 If the student's request to add/drop is approved, the respective administrative assistant shall effect the changes.

6.5.2.2 If the student's request is not approved, he or she shall be advised accordingly by the Administrative Assistant.

6.6   Change of Campus/programme/withdrawal from university and claim for exemption

6.6.1   The Registrar shall receive from the Academic HoD a duly signed formal request for change of campus/programme/withdrawal from university and claim for exemption.

6.6.2   The Registrar shall instruct the Administrative Assistant concerned to effect the request.

6.6.3   For change of campus, a Clearance Form (see appendix D) shall be issued by the Registrar to the student. A letter shall be written upon fulfilling clearance requirements.

7.0   APPENDICES

7.1   CONTEXT

7.1.1   External / Internal Factors

(a)	**External Factors**	**Identified Risk / Opportunity**
(i)	Students failure to register	Missing in records/missed income
(ii)	Students failure to pay fees	Missed income
(iii)		
(b)	**Internal Factors**	**Identified Risk / Opportunity**
(i)	Systems and procedures	Unregistered students
(ii)		
(iii)		

7.1.2   Relevant Interested Parties

	Party	**Needs and Expectations**
(i)	Students	To register
(ii)	Parents	Registered and taught students
(iii)		

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7.2   RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level
			Likelihood	**Impact**	**Likelihood / Impact**	
	unregistered students	negligence	9	9	81	High
	Unpaid fees	negligence	9	9	81	High

7.3   REQUIRED ORGANIZATIONAL KNOWLEDGE

Understand student orientation and registration

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