



**KABARAK UNIVERSITY**  
**OFFICE OF THE REGISTRAR (ACADEMIC & RESEARCH)**

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**INTERNAL MEMO**

**TO: ALL STUDENTS**

**RE: ONLINE REGISTRATION AND HOSTEL ROOM RESERVATION SYSTEM**

We are pleased to announce that Kabarak University has replaced the manual registration with the online registration system. Students are, therefore, required to pre-register online for:

- August Session 2011 courses and hostel room reservations for school-based students – online registration system available from **August 5, 2011**.
- September Semester 2011 courses and hostel room reservations for regular students – online registration system available from **August 8, 2011**.

**Access**

The online registration system is ready and can be accessed through the Kabarak University student portal as follows:

- Internal Link: <http://172.16.1.31/studentportal>
- External Link : <http://www.kabarak.ac.ke>
  - On the main menu click on portal
  - On the dropdown menu click on student portal

**Pre-Registration Procedure**

1. Click on the pre-registration top menu.
2. Click on the 'registration' menu item to register for courses.
3. Click on 'room booking' to book a room.

**Fee Statement and Registration Forms**

After you have successfully completed the online registration, the system will generate your fee statement (invoice) for next semester, which you can print or download for your parent or sponsor. **The University, therefore, will not produce hard copies of next semester's fees invoices and course registration forms to students as has been done in the past.**

**Deadline**

The online pre-registration window will remain open until **September 16, 2011**. Pre-registration will be confirmed with payment of fees. Those who will have not pre-registered online and paid at least 75% of tuition fees by September 16, 2011 shall be deemed to have deferred studies.

If you are unable to access the online registration system, please contact the ICT department. If the units you intend to register for are not selected in the system, please contact the head of your department or dean of school.

Dr. John N. Ochola  
**REGISTRAR (ACADEMIC & RESEARCH)**