

# RONGO UNIVERSITY

## OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS

12<sup>th</sup> November, 2019

### NOTICE TO STUDENTS

All students scheduled to sit for September-December, 2019 end of semester regular examinations are advised to print their examination cards from their respective student portal with effect from 12<sup>th</sup> November, 2019 at 3:00pm. In accessing your examination card the students are advised to take note of the following:

- i. **ONLY** students who have fully complied by registering with **Students Finance, paying full fees** for the semester and **registering for courses online** shall be able to print the examination card.
- ii. A valid examination card should have **a list of courses registered** enlisted and the Deputy Registrar, Academic Affairs **signature**.
- iii. In cases where a student registered for the courses online and the same are not reflected on the examination card, affected students should follow up with their respective Schools and ensure the same is corrected.

The students who have not met the requirements above are advised to defer their studies.

No student will be allowed to sit examinations without examination card.

By copy of this memo all Deans and respective Heads of Departments are requested to take note and execute as required.



Debora Muchilwa

Ag. Deputy Registrar, Academic Affairs

Cop to:

- Vice-Chancellor
- Deputy Vice-Chancellor, ASA
- Deputy Vice-Chancellor, AFP
- Finance Officer
- All Deans
- All Academic HoDs
- RUSA, Chairperson
- Student Governing Council
- Coordinator, Off Campus
- ICT (for uploading on the University Website)
- All Notice Boards