**Class Code**

COURSE-MONTH-YEAR-001-A

If the class is more than one, we can have class A and B.

**Registration forms**

Short courses

No application fee

EMAIL PHONE Highest level of education none, primary, high school, college and university, other

In other provide a textbox for explanation

**Journey for a new student**

Four ways

1. Go online go to student portal and apply

Details for application

1. Name
2. Phone
3. Email
4. Course

Divide course into either schools/faculty

Intake period

1. JAN
2. MAY
3. SEP

Qualifications

1. KCSE INDEX NUMBER
2. KCSE MAIN GRADE for each course

Any other training

Where did you hear about RCMRD

2. KUUPS

Student to Upload Index number and year to get admission letter

Index number, year, name, course

Templates for generating the admission letter per course

Payment of the application then you are sent a link to email to do registration where you will give detailed information e.g. next of kin.

Upload these documents for registration

1. KCSE
2. Birth Certificate

**Reg No**

COURSE OO1/MONTHYEAR

The serialized number is continuous per course

The maximum serialized number can be four digits

**Transition of students from one semester to another**

Factors to consider for transition

Fees

Attendance

**Class attendance**

Absent late and present

70% no exam card

80% sms alert to parent

**Fees payment**

40% of the fee for registration

30% after first month

30% after second month

**Entering exam marks**

Select class subject and select if its assignment cat cat2 or main exams

Have an admin page to add dates for cats and exams before the start of the term.

These dates will be used to limit the entering of marks into the system.

Provide a generated exam mark list in excel form. This mark list will come with reg no name and the assessment type.

**Modular Courses**

Course code

Course name

Course type

3 terms make a module

On term3 they do a KNEC exam

**Staff Portal**

Leave

Should give a report of the classes attended by the lecturer.

**Certificate**

Storage fees should be charged after a while if cert is not collected.

**Units**

1. Course
2. Unit code
3. Unit name

**Alerts**

The system should give notifications based on a calendar.