

IMPORTANT NOTICE

DATE: 12th November 2020

TO: ALL STUDENTS

FROM: REGISTRAR'S OFFICE

RE: SPRING 2021 REGISTRATION

SPRING 2021 registration for undergraduates begins on 16th November 2020, while Masters and Doctoral students begin on 23rd November 2020 for ONLY those with no holds from any office. Check your student's accounts.

Registration continues on-line up to 22nd January 2021 for all students. Those who will not attend next semester MUST complete the Leave of Absence Form available at https://www.usiu.ac.ke/resource-downloads/?theme=registrars_downloads

ADD/DROP charges begin on 18th January 2021 and Late Registration charges begin on 19th January 2021. Refer to the Academic calendar, Spring 2021 schedule for [financial guidelines on Registration](https://www.usiu.ac.ke/resource/download-academic-calendar) <https://www.usiu.ac.ke/resource/download-academic-calendar>

To find out when you are scheduled to register, please visit the USIU website: www.usiu.ac.ke
Select **Current students** then **preregistration check** and enter your ID number in the box provided. You will immediately get to know your date and time of registration. MARK YOUR TIME!!!
Access On line registration on <http://cx.usiu.ac.ke/ics>

Go through the given tutorials on cx if you do not know how to register.

All students must complete the on line Fall 2020 faculty evaluation before registration.

NOTE: Graduate students doing Thesis/Project MUST register for it during this time. It is mandatory to continuously register for Thesis/project until completion. Preregistration is mandatory for all students. Please take advantage of the lengthy time offered to register in good time and make all the changes that you may need to make on your schedule.

Contact helpdesk@usiu.ac.ke or 0730116333 should you need assistance to log on to cx.