

## IMPORTANT NOTICE

DATE: 17th March 2021

TO: ALL STUDENTS

FROM: REGISTRAR'S OFFICE

RE: SUMMER 2021 REGISTRATION

SUMMER 2021 registration for undergraduates begins on 22<sup>nd</sup> March 2021 while Masters and Doctoral students begin on 29<sup>th</sup> March 2021 for **ONLY** those with no holds from any office. Check your student's accounts.

**Registration continues on-line up to 21<sup>st</sup> May 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](https://www.usiu.ac.ke/resource-downloads/?theme=registrars_downloads)**

**ADD/DROP charges begin on 17th May 2021 and Late Registration charges begin on 18<sup>th</sup> May 2021. Refer to the Academic calendar, Summer 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](http://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 Spring 2021 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](mailto:helpdesk@usiu.ac.ke) or 0730116333 should you need assistance to log on to cx.