

THARAKA
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COLLEGE

(A Constituent College of Chuka University)
OFFICE OF THE REGISTRAR (Academic Affairs)

9th September, 2021

INTERNAL MEMO

To: All First Year Students (Sept, 2021 Intake)

RE: INTER-FACULTY/ COURSE TRANSFER

I wish to inform all first years who desire to change their courses that the process of applying for transfers is now on and will end on Friday 17th September, 2021.

The Course transfer depends on the following:

- i) Meeting the 2020 Tharaka University College **Cut-off points** for KUCCPS,
- ii) Satisfying the grade requirements for registration to professional bodies,
- iii) And, whether there is a vacancy in the programme you want to transfer to.

Procedure:

1. Log in to the student's portal.
2. Open the **Students Requisitions** and click on **New Requisition**.
3. Click on **Select Requisition Type** then select **Course Change**.
4. A window to change your Course will appear, fill in the information needed and upload your KCSE Certificate and Submit.
NB: Get your **Cluster Weight** from **KUCCPS Student Portal**, under institutions and alongside the new programme you are applying to join. (Seek Assistance from your Faculty).
5. The office of the registrar (Academic Affairs) will communicate the outcome on the University Notice Boards once approval process is complete.
6. Meanwhile all students are advised to attend lectures in Courses admitted to until they receive approval to join their new courses.

NB: You are strongly advised to consult your current Dean of Faculty before making application.

Yours Sincerely

Mr. John Kiplangat, M.Sc.
A.g. Registrar (Academic Affairs)



Cc: Principal, DP(ARSA), Deans of Faculty, CODs and Notice Boards