

**THARAKA**  
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**UNIVERSITY**

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**COLLEGE**

*(A Constituent College of Chuka University)*

**OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)**

**REF.: TUC/RAA/MEM/Vol1**

**Date: 13<sup>th</sup> April, 2022**

**INTERNAL MEMO**

**To: All Students & Staff,**

**RE: UNIVERSITY ACADEMIC ACTIVITIES FOR MAY- AUGUST 2022 SESSION**

**1. GROUPS PROCEEDING FOR LONG HOLIDAY & TEACHING PRACTICE**

Upon completion of Examinations the following groups shall proceed as follows:

- (i) All Bachelors Programmes Y1S2 - Y4S2 - To proceed for Long Holidays (**Except those proceeding for Teaching Practice & Field Attachments**)
- (ii) All Bachelors Programmes Y3S2 - To proceed for Teaching practice /Field Attachment.
- (iii) All Diploma Programmes Y2S2 - To proceed for Field Attachment

**2. GROUPS RESUMING FOR MAY - AUGUST 2022 SESSION**

The following groups shall report and commence learning for **May - August 2022 Semester:**

- (i) All Y1S1 May 2022 intake (Bachelors, Diploma, Certificate, and Post-graduate Programmes)
- (ii) All Diploma and Certificate Programmes Y1S2 - Y2S1

**3. REPORTING GUIDELINES MAY – AUGUST 2022 SESSION**

**A. ALL NEW STUDENTS**

- (i) The reporting date for all new students shall be **4/5/2022**.
- (ii) All students to report to Admissions office, for registration and admission.

## B. ALL CONTINUING STUDENTS

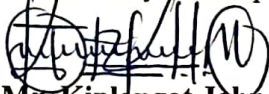
- (i) The reporting date for continuing students shall be **5/5/2022**.
- (ii) All the continuing students to report to the following offices for registration for the May - August 2022 Semester:
- Finance Department** - To clear their financial obligation for **SEM 3 21/22 Session**, including Payment of School Fees and hostel fee for Residents.
  - Accommodation Department** - Booking rooms and signing non-residence form for students who are residing in private hostels.  
**Residents** - To sign in to your rooms, (Communication on when to book rooms online for May - August Semester, to be communicated later).  
**Non-Residents** - To report to Accommodation Department and sign the non-residence form.
  - Faculty/Department** - To sign the nominal roll and be assisted to register units online.

## 4. SPECIAL AND RESIT EXAMS

- (i) Special and Resit examinations will be administered between **5/7/2022** and **9/7/2022**.
- (ii) All students wishing to sit for these examinations to fill the required forms available in Faculties and pay the required fee for processing of examinations.
- (iii) Inquiries regarding special exams be channelled to respective Faculties.

For any further inquiries kindly contact the undersigned or visit admissions office.

Thanks for your cooperation



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



CC. Principal	
DP(ARSA)	In Charge Finance
DP(AFP&D)	Deans of Faculty
Registrar (A&P)	In Charge Library
Dean of Students	In Charge Accommodation