



# Maasai Mara University

OFFICE OF THE REGISTRAR – ACADEMIC AFFAIRS

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NAROK

FROM: Registrar, Academic Affairs

DATE: 24<sup>th</sup> February 2025

TO: ALL STUDENTS

REF: MMU/AA031/006/2025/Vol.8(52)

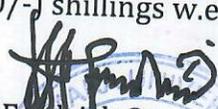
## SUBJECT: REPORTING, REGISTRATION FOR COURSES AND CLEARANCE OF FEES

The second semester of the 2025/2026 Academic Year officially commenced on **Monday 9<sup>th</sup> February 2026** and teaching is ongoing. Please follow these steps to ensure you are in compliance with university regulations on fee payment and course registration:

- i) **Report online:** This is the first step and is required for all other registration process. You can report online from anywhere, and it does not depend on your fee payment status.
- ii) **Pay your fees:** Check your HEF portal to confirm your fees and pay at least **60%** of your household fees by **Friday 27<sup>th</sup> February 2026**, so as to register for your courses and attend classes. Please note that only students who fulfill this requirement will be listed on the class attendance registers that will be issued to lecturers.
- iii) **Clear your balance:** You must pay off the rest of your household fees by **Wednesday 11<sup>th</sup> March 2026**, to be eligible for end of semester examinations, scheduled to begin on **Wednesday 15<sup>th</sup> April 2026**.

### PLEASE NOTE THAT

Students who report for session and fulfil the fee payment requirement but fail to register for courses with the given timeline will be charged a late registration fee of One Thousand (Ksh.1,000/-) shillings w.e.f Monday 2<sup>nd</sup> March 2026

  
Dr. Otieno Frederick Onyango  
REGISTRAR, ACADEMIC AFFAIRS

Copy to:

- Vice-Chancellor
- DVC (A & SA)
- DVC (A, F & S)
- Ag. DVC (RIO)
- Chief Finance Officer
- Deans of Schools
- Chairpersons of Academic Departments

- Director, Quality Assurance
- Deputy Registrar, Admissions
- Deputy Registrar, EXAT
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