



TECHNICAL UNIVERSITY OF MOMBASA

Office of the Registrar Academic Affairs

INTERNAL MEMO

REF : TUM/RAA/ADM/04Vol 7 (027)  
From : Registrar Academic Affairs  
To : All New students September 2020 Intake  
Date : 12<sup>th</sup> October 2020  
SUBJECT : CHANGE OF COURSE VERDICT FOR FIRST SEMESTER  
SEPTEMBER 2020 INTAKE

Following the deliberation of the 69<sup>th</sup> Deans committee of the senate held on the 9<sup>th</sup> October 2020, the change of course application were considered and approved and the verdicts given for successful and unsuccessful candidates.

In view of the above the verdicts will be communicated by the office of the deans or director where you submitted the applications for change of course. Kindly note the following:

1. The change of course period ended on the 9<sup>th</sup> October 2020 and will only be available in the next academic year 2021/2022.
2. That you shall be registered in the new course and be provided with a change of course letter, new admission letter with new admission number for the new course, and the course units will be registered on your behalf and be invoiced on or before the 15<sup>th</sup> October 2020 close of business.
3. The finance office will credit your account for the new course and where there is financial implication in increase or otherwise the student should pay prerequisite fees as per the policies in place.
4. The student should do make up for interaction with lecture notes, assignments, continuous assessment tests in the new course they have changed to and fulfil the 2/3 rules of course coverage in liaison with the Chairperson of the new department.



TUM is ISO 9001:2015 Certified

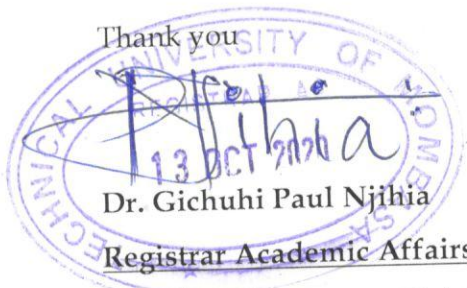


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5. Those placed by KUCCPS in diploma and degree courses and are changing from diploma to degree and vice versa the fees for self-sponsored student will apply.
6. The decision of the change of course was deliberated upon by the deans committee of the senate and the verdict given remains is bidding.
7. The students will have an obligatory duty to inform the guardian on the outcome of change of course.
8. The log in credential for the e-registrar are the same, For example using the student number BARC/001J/2020 in capital as user name and pass word and choose the main campus.
9. The log in credential for the e-learning portal for virtual blended learning are the same for example for the student BARC/001J/2020 the user ID and pass word is the student number in lower case and without back slashes: **barc001j2020**.

Kindly you are reminded that all communications will be made to the University website, your student emails and in other forums guided by the school and the directorates. Please note all the students in diploma courses and self-sponsored courses should clear all pending fees on or before the 12<sup>th</sup> week of the academic year before sitting for the end of semester examination whose mode of delivery will be communicated.

Thank you



Dr. Gichuhi Paul Njihia

Registrar Academic Affairs and Secretary to the University Senate Board

Cc: VC, DVC ARE, DVC AFP, FO, DCLO, Dean (SOAHS, SOB, SOET, and SOHSS), Dean of students, University Librarian, Director (QA, TVET, SGS, ICI, Kwale, and Lamu), Manager ICTS, All COD's, ARA, TUMSA

