



TANGAZA UNIVERSITY COLLEGE

The Catholic University of Eastern Africa

IMPORTANT NOTICE: END OF REGISTRATION PERIOD DEADLINE

Dear Students,

We hope this message finds you well. This is a reminder regarding the upcoming deadline for the registration of course units for the current academic term.

Deadline: January 26, 2024

It is crucial that all students complete their course unit registration by the specified deadline. Failure to register within the stipulated time frame will result in a penalty.

Penalty Details:

A late registration penalty fee of Ksh. 500 will be imposed on students who fail to register by the deadline.

Instructions for Registration:

1. Access the Student Portal:
 - Log in to the university's student portal using your credentials.
2. Navigate to the Registration Section:
 - Find the "Course Registration" or "Registration" section on the portal.
3. Select Your Course Units:
 - Choose the course units you intend to take for the current semester.
4. Confirm and Submit:
 - Review your selected course units and ensure they are accurate.
 - Click on the "Complete Registration" button to complete the process.



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Important Notes:

- Double-check your course unit selections before submitting to avoid errors.
- Contact the registrar's office immediately if you encounter any technical issues during the registration process.
- Deadline: Friday, January 26, 2024.
- Please be aware that the deadline is non-negotiable. Failure to register within the specified time frame will result in the imposition of the penalty mentioned above.
- Your prompt attention to this matter is appreciated, and we encourage you to complete your registration well before the deadline to avoid any inconveniences.

For inquiries or assistance, please contact the registrar's office (Nuru House Room No. A3 or send an email to registrar@tangaza.ac.ke).

Thank you for your cooperation.

Sincerely,

Registrar's Office

Tangaza University College,