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INTRODUCTION
This Distance Learning Academic procedures manual has been prepared to guide Distance Learning students through their studies at KCA University. It is hoped the students will find the contents of this manual useful. The content of the guide is subject to change at the university’s discretion.
1. REGISTRATION

1.1. First Time Registration

The KCAU Distance Learning student’s registration is handled in two departments; Office of the Registrar and Distance Learning Department.

The following is the procedure for registering as a Distance Learning Student. This is after confirmation that the prospective student meets all the requirements for the course of interest:

- The student fills the registration form at the registrations and presents all the required documents as stipulated in the registration form.
- The student then pays the registration fee at the Cashiers by presenting the bank slip to the cashier.
- The student proceeds to the registry where they are issued with an admission letter with an application number.
- The student proceeds to the Distance Learning department for allocation of units, allocation of official Student number and subsequent billing in the ERP system. The student number is unique and is the number the student must use to identify themselves in all obligations as KCAU students. The student must only do units that are on offer according to the Distance Learning department schedule.
- The students who have previously done other professional or academic courses apply for exemptions at this point by filling the exemption form. The student is advised on the units they qualify to be exempted according to the university exemption policy. The student must present copies of the courses done before they can fill the exemption form.
- Upon billing, the student is advised on the total fees to be paid for the registered units. If not ready / able to pay the semester fees in full, the student proceeds to the Credit Controller for advice on alternative schedule of payment. Fees must then be paid as agreed for the student to complete the registration process. Upon payment of fees, the student is issued with an official university receipt.
- The student fills the Student ID form and has passport size photo taken for processing of ID.
- The student then proceeds to the Distance Learning department for allocation of content for the registered units and induction on the E-Learning system. The student is also at this point advised on the expectations of Distance Learning Students. The student must present the university fee payment receipt before they can be allocated content for the registered units.

The first semester registration is complete at this point.
1.2. Registration For Continuing Students

A student is required to register for units to be taken in a trimester. Students continuing with studies are required to register online through the KCAU website www.kca.ac.ke.

Registrations of units begin 2 weeks before commencement of a new trimester. Add/Drop (Swap) of units will be done within the first 2 weeks of a new trimester. A student who is unable to register within the registration period will be requested to apply for academic leave for that trimester.

Procedure

- Seek Distance Learning Department advice on units to be taken and course timetable
- Register online (see online registration procedure outline)
- Deposit fees in KCA University accounts then submit the deposit slip or bankers/company cheque to the cashier. For distance learning students who CANNOT be able to physically drop the deposit slip to the cashier, scan and email the slips to elearning@kca.ac.ke and confirm with the Distance Learning department it’s received for receipting.

Online registration manual is available from the university website and Distance Learning Portal. To login you will be required to have User name and Password.

2. ONLINE RESULTS

Academic students can be able to confirm their results on coursework (CATS /Assignments) and Final exams online. Online results manual is available from the university website and Distance Learning Portal.

3. ADD/ DROP OF UNITS/SUBJECTS

A student who wishes to add/drop units will be required to seek approval from the Deans/Directors of faculty/school, Credit Controller and Registrar’s offices. Such a student will be required to complete the request form for adding/dropping units.

4. ONLINE PRESENCE

Distance Learning students must log into the portal at least 3 times a week and spend an average of 1 hour weekly on each subject downloading lecture material, assignments, CATs, and interacting with lecturers and fellow students.
Assignments and CATs Must be accessed, attempted and submitted by the specified deadlines. Unexplained late submissions attract penalties according to the university’s academic regulations.

5. COURSE PROGRESSION
A student may proceed to the next level of study if s/he has satisfied the progression rules of their respective courses. Details of these rules are contained in regulations document governing each course. A student with pending supplementary results, repeat units, results of repeat units and examination irregularity cases cannot proceed until s/he is cleared by the University examination board. Student should consult faculty/school/Registrar’s office on course progression

6. CHANGE OF COURSE
A student who wishes to drop course or change courses must seek academic or career advice from the faculty/school/Registrar’s office. A student may change courses before the close of the registration period. This should be done after consulting the course coordinator or Dean/Director of the faculty/School.

Students who opt to drop out of course must have a letter from their sponsor before any refund can be processed.

Procedure:

- Seek career advice from faculty/school/Registrar’s office on eligibility of alternative courses (in case you wish to change courses)
- Obtain a relevant form from the Registrar’s office, fill it and attach receipts for fees paid before presenting it to the Finance office for processing.
- Submit the approved form to Registrar’s office for a confirmation letter on the request. This will be provided instantly. Previous admission letter will be retained by Registrar’s office in case of changing courses.

7. CHANGE OF MODE OF STUDY
A DL student who wishes to change mode of study must seek approval from the Distance Learning Department, Faculty / School, and Registrar’s office. This should be done after consulting the course coordinator or Dean/Director of the faculty/School.

Procedure:

- Obtain a relevant form from the Registrar’s office, fill it and seek faculty/school approval.
- Submit the approved form to Registrar’s office for adjustments to be made in the student account. This will be done instantly.
8. TERMINATION OF COURSE
A student who opts to terminate studies at KCA University should provide a written request and fill course termination form available at Registrar's office. Student should provide a letter from the sponsor before any refund can be processed.

Procedure:

- Fill course termination form available at Registrar’s office. Attach your request letter to terminate course and approval letter from your sponsor.
- Seek approval from faculty/school on course termination
- Obtain a clearance form from Credit control office to clear with the university.
- Submit the approved termination request form to the Registrar’s office for final approval and confirmation. A letter for termination will be provided instantly upon Registrar’s approval.

9. DEFERMENT OF STUDIES TO SUBSEQUENT INTAKE
This applies to a new student who has been admitted to KCA University but due to certain reasons is unable to start classes in the intake of admission. A new student who wishes to postpone the intake to subsequent intake(s) will be required to fill a Student Request form for deferment of intake. This form is available at the Registrar's office and can be downloaded from www.kca.ac.ke. Formal approval by the Registrar will be issued to the student and should be presented upon readmission before commencement of classes.

10. ACADEMIC LEAVE
A student, who is unable to continue with studies for a particular trimester or duration due to certain reasons, may apply for academic leave. A student can take an academic leave for a maximum of two academic years. The maximum leave period that a student can apply for at a time is one year, after which s/he can reapply for extension of academic leave.

A student with financial difficulty, medical problem, job related matters or bereavement may apply for leave in writing to the Academic Registrar. Reasons for leave must be explicitly stated and not implied.

A student intending to take academic leave MUST apply for approval within 2 weeks into a new trimester. Kindly note that failure to apply within the deadline, it shall be considered as an absconndment, resulting to deregistration.

Procedure:

- Pick a student request form at the Registrar’s office
- Fill in your details and seek approval from faculty and credit control offices
Seek final approval from the Registrar’s office. This should be approved by the Registrar or Deputy Registrar.

Submit the approved request to staff in the Admission Unit for an academic leave confirmation letter, which will be provided instantly.

Upon resumption of study, present the academic leave letter to the Registrar’s office, for readmission.

11. READMISSION

In the event that student has been away for more than 2 years, a readmission fee of KSh.1000 (subject to review) will be charged upon resumption of study and before registration of units for the new trimester. Seek approval from Registrar’s office.

12. STUDENT CARDS

12.1. Student ID Cards (Smart Card)

All students will be required to have Student ID card at all times when accessing the university premises. Student ID cards are issued upon registration of a new student. Replacement of lost or damaged card attracts a penalty of KSh. 1,000 (subject to review. See student card care tips below). The Student ID card remains a property to the university when a student terminates course or clears from college.

12.2. Exam Cards

All academic students will be required to have an exam card before sitting for their examinations at the end of each trimester. A student is required to pick exam cards from Registrar’s office early enough before exams begin. Student should confirm units registered in the exam card before signing for collection. Exam cards are made available at Registrar’s office for collection 3 weeks before exams begin.

Note

- Any student without exam card will not be allowed to sit for exams
- Loss of exam card attracts a penalty of Kshs.500 for replacement.

12.1. Student Smart Card Care Tips

Your Student card is a contactless electronic card that does not require contact with the turnstile or insertion into a card reader, in this light; it requires proper handling to avoid damage.

Below are care tips for your student ID card:
➢ Point your card at the readers to log in or out, do not press it against the readers,
➢ Do not carry it in your back pocket as this might cause breakage,
➢ Keep away from direct sunlight or heat sources,
➢ Do not subject your card to any form of brutal force,
➢ Do not use your card as a ruler!
➢ Do not store your card close to electromagnetic sources like your cell phone,
➢ Do not laminate your card,
➢ Do not puncture or staple your card,
➢ It is recommended that your carry your card in a plastic pouch.

13. GRADUATION
A student is required to ensure that all academic and financial obligations have been settled to be eligible for graduation. Students should seek clearance from faculty on academic matters and credit control offices on financial matters. Forms for clearance are available at faculty offices and credit control office respectively.

ALL THE BEST IN YOUR ACADEMIC LIFE AT KCA UNIVERSITY