



## CONTINUING STUDENTS UNIT REGISTRATION USER GUIDE

### IMPORTANT POINTS TO NOTE BEFORE STARTING THE REGISTRATION

1. All continuing students are expected to register **online** for the next trimester units.
2. For the students with exemptions, ensure you DO NOT register for any of the exempted units. If not sure about which units are exempted, please get a clarification from DL office before proceeding with the registration process.
3. The following are the maximum and minimum number of units allowed for the continuing students in the respective programs:

COURSE	MAXIMUM	MINIMUM
BCOM	6*	3
BBIT	7	3
BSCIT	6	3
BPL	6*	3
DBM	5	3
MSC.COMMERCE*	5	3
MBA(CORPORATE MANAGEMENT)	5	3
BED (ARTS)	7	3
PGDE	6	3
<b>*BCOM &amp; BPL students are allowed to register for a maximum of 7 units, in not more than 2 trimesters for the entire period of your programme.</b>		
<b>*Masters students should check News Bulletin attachment for TRIM 3-18 units on offer</b>		

The steps for going about the registration are as follows:

4. Download the List of Units for your respective Course / Programme from the Main Menu of the E-Learning Portal <https://elearning.kca.ac.ke/mod/folder/view.php?id=3636>. For BCOM & BPL Students, be careful to choose the correct list of units depending on when you joined. All BCOM & BPL students who joined in May 2018 onwards have a new list of units clearly labeled “Effective May 2018). All who joined in January 2018 and earlier will stick to List shared at the point of your intake.
5. Choose the next batch of units you want to do in the NEW trimester, with maximum and minimum as shown in the table above. Select the units in the order in which they appear in the list of units, except for

Masters Students who have a special Timetable attached. Be sure not to choose a unit that has a prerequisite that you haven't done and completed. For instance, you can't choose *CMS 102: Management Mathematics II*, before you have done and passed *CMS 101: Management Mathematics I*, since the latter is a prerequisite of *CMS 102*. For BCOM students, you cannot register for *CMS 304: Research Project* before doing *CMS 203: Research Methodology*. Be sure not to choose an exempted unit.

6. Go to the students portal: <https://portal.kca.ac.ke/kcaportal/>
7. Enter your registration number
8. Enter your password (National ID No/Passport Number/birth Certificate Number)
9. Click on Login

Once you are logged in, do the following:

- Click on "academics module" then "Course Registration"
- On the course registration page, Click on "New Course Registration "
- New course registration will appear
- Select "program"
- Select "stage" if applicable (stage with –D is for Distance learning students)
- Select “Mode of Study”
- Select “Register For” in terms of normal, unit/subject or supplementary
- Then click on "Add New Course Registration"
- It will take you back to the “ Course Registration” page
- Look for the line with the registered semester e.g. Trim3 18.
- Click on ‘Actions’ and select ‘Units’
- It will take you to the ‘Add Course Registration Units’
- On the ‘Available Units for Registration, click on the Units you will be taking and they appear on the ‘Selected units’
- You will see a list of selected units on your right side of the page
- After verification click on “Add new registration Units”
- A confirmation of successfully registered Units
- Click on ‘Actions’ against the semester you have just registered
- Click on “Proforma Invoice”
- Click on Print.

#### **IMPORTANT NOTES AFTER FINISHING REGISTRATION**

- Ensure that the fee shown in the Proforma Invoice tallies with the official fee structures for your trimester. If there is inconsistency, seek clarification from the Student’s Finance office as that may be a result of a fault in the registration process.

- Please Note the Proforma Invoice does NOT include Exemption and Attachment Fees. Exemptions will be billed separately by the Finance department.
- Registration for a Trimester is only **Effectuated / Completed** upon payment of fees as per the fees structures. However, the Online Registration has to be done first before payment of fees.
- For the students who had overpayment from the previous trimesters and intend to use the same overpayment to cater for part or the whole of this trimester fees, please be sure to write to the Student Finance department ([billing@kca.ac.ke](mailto:billing@kca.ac.ke)) to have the same effectuated. Otherwise, the system will not recognize the amount.
- Fee payment should be done using the new **MPESA PAYBILL 300078**, that doesn't require you to send the MPESA text message unless specially requested by a university officer.
- Those making direct bank deposits and can't make it to campus to have the payments receipted, scan and send the bank slips to [billing@kca.ac.ke](mailto:billing@kca.ac.ke)