UNIVERSITY OF NAIROBI

PREPERATIONS FOR CLASSES 2022

FIRST YEAR STUDENTS (UNDERGRADUATE AND POSTGRADUATE)

Dear Students,

Greetings. It is my great pleasure to once more welcome you to the University of Nairobi. By now you must have discovered that you have joined a diverse, lively, warm and excellent University community. This marks the beginning of your new life with new perspectives and a new way of thinking. As you set yourself to begin the new academic year 2021/2022, please note the following:

1. **ONLINE REGISTRATION TO THE UNIVERSITY**

    The online registration process commenced on Monday 22nd August 2022 and is still open for the few students who have not managed to do so. Only students who will have paid fees, uploaded the required documents and fully registered will be allowed to attend classes.

    For any assistance, please contact the Dean, Chairmen of Departments, Faculty Registrar, or Departmental Administrators of your Faculties.

2. **APPLICATION FOR DATA BUNDLES**

    The University through its partnership with Telkom Kenya provides students Internet connectivity. This is done through the issuance of Telkom SIM card preloaded with data bundles. For a student to be issued with the **Soma na Telkom** University sponsored data bundles, they must apply for the same.

    To apply, update your profile in the SMIS portal by clicking the link **"my profile".** Data bundles are only issued to students who have registered for courses and paid full fees.

3. **UNIVERSITY EMAIL AND AD ACCOUNT**

    It is mandatory for all students to create a University email and an Active Directory (AD) account as a prerequisite to the attendance of online classes. To get a University of Nairobi email, the students are required to update their user profile on the SMIS portal, update their current mobile number and create for themselves a University of Nairobi email.

Your AD account has already been created. To access it follow the guideline given on the SMIS portal when updating your profile. The Link for AD account is appended below:

http://wiki.uonbi.ac.ke/doku.php/ad_howto_students

4.   **COURSES REGISTRATION**

Before commencing classes, all students must register for course in the SMIS portal and familiarise themselves with their class timetables. Invitation to their online class shall only be to those who have registered for the courses.

Please note the following procedures for Courses Registration:

(i)   Pay the required fees for the number of units you seek to register in.

(ii)   Login to uon students online portal - smis.uonbi.ac.ke

(iii)   Identify the COURSE CODE and Group(where applicable) from the Faculty Class Timetable. Group applies only to large classes.

(iv)   Enter course code, select exam type (first attempt) and group for each course you want to register. (Group 1 unless stated otherwise on the teaching timetable)

(v)   Click Register Courses to process Provisional Registration - ONLY Courses in the Timetable can be registered Online.

Successfully registered courses will appear on the Registered Courses Section and a provisional invoice generated based on your current semester. A student can ADD/DROP registered courses up to the set deadline - You can ONLY drop provisionally registered courses.

(vi)   Select and confirm courses you have paid for. ONLY confirmed courses that are fully registered will appear on the EXAMINATION CARD.

Consult your Faculty for further assistance.

4.   **TRAINING ON USE OF ONLINE PLATFORMS**

All students are required to attend the mandatory ICT sensitization/training sessions which will begin on Monday 26th August 2022.

5.   **INTER/INTER FACULTY TRANSFERS**

The process of Inter/Intra Faculty will begin on Sunday 25th September, 2022 and end on Sunday 9th October 2022. Successful applicants will be notified in a due course.

6. <u>TEACHING AND LEARNING</u>

Monday 3ʳᵈ October, 2022 - Commencement of Teaching and Learning

7. <u>HELP DESK</u>

In case you require further assistance, please contact:
customercare@uonbi.ac.ke
Telephone number: 0204910000/0204916413/14

Your academic journey at the University of Nairobi has begun. As you proceed, we will transform you into a person who is focused, mature, and inspired by the new knowledge you will have acquired. Do not settle for anything below excellence. Your academic excellence is as important to you as it is for us.

<u>WEBUYE,H.O.D</u>
ACADEMIC REGISTRAR

Cc

Vice Chancellor
Deputy Vice-Chancellor(AA)
Associate Vice-Chancellor(RIE)
Chief Operations Officer
All Faculty Deans
Chairmen of Departments
Director, ICT
Director, Corporate Affairs
Deputy Registrar (Admissions)
Faculty Registrars
Customer Care