



KWAME NKURUMAH UNIVERSITY
OFFICE OF THE REGISTRAR
MEMORANDUM

TO	:	ALL STUDENTS
FROM	:	REGISTRAR
DATE	:	20TH JANUARY 2025

SUBJECT	:	MANDATORY REGISTRATION AND STUDENT PORTAL ACCOUNT ACCESS
----------------	----------	---------------------------------------------------------------------

Reference is made to the above captioned subject matter.

It has come to our attention that a significant number of students have not yet completed their registration for the current academic term and in some cases, for previous terms. This ongoing issue hinders the smooth functioning of our university.

To ensure timely registration and compliance, the following measures will be implemented immediately:

1. **SIS Account Suspension:**
The Student Information System (SIS) accounts of all unregistered students will be suspended.
2. **Account Reactivation:**
Access to SIS accounts will be reinstated only after the completion of the registration process for all outstanding terms.

You are therefore encouraged to prioritize your registration and complete the process for all outstanding terms without delay. Your prompt attention to this matter will contribute to a more efficient and conducive learning environment for all.

By copy of this minute, the IT Manager is hereby authorized to suspend the SIS accounts for all unregistered students effective **3rd February 2025**.

If you have any questions or require assistance with registration, please contact the Academic Office, Admissions on 0777291088 or email admissionsoffice2019@gmail.com.

You are guided accordingly.



Polity Chilombe
Registrar

Cc: Vice-Chancellor
Cc: Deputy Vice-Chancellor
Cc: Chief: Financial Officer; Librarian; Internal Auditor
Cc: Deans and Directors
Cc: IT Manager
Cc: Deputy Registrar Academic
Cc: Guild President