

# Welcome to JKUAT

## Welcome To JKUAT Mombasa Campus

Congratulations on your admission to join the most preferred learning institution in the Coast Region JKUAT Mombasa Campus!.

We are proud of our faculty and programs and strive to provide the best and most relevant education possible.

We expect you to take an active role in your studies which is a valuable investment into your future. Your program will require a significant amount of effort and dedication in order for you to succeed.

Although your academic studies are the first priority, the experiences and relationships you will encounter at JKUAT Mombasa Campus will make a significant long-term impact in your life.

We wish you the very best in your studies.

## Director.

## The Campus Departments

- Administration
- Business Department
- Information Technology Department
- Health Sciences Department
- Library Department

## Communication

All the students are encouraged to communicate and seek clarification on any issue of concern. We practice open door policy and the campus management has created class representatives WhatsApp groups for ease of communication. The class representatives are expected to cascade the information communicated downwards to the other members of their respective classes. The campus director can also be reached on 'sema na director' platform which is available in all your classrooms. You can email the director on:

**director-mombasa@jkuat.ac.ke.**



# JKUAT Mombasa Campus Student Orientation Manual



## Contact Us

JKUAT MOMBASA CBD CAMPUS

P. O. BOX 81310-80103

MOMBASA

TEL: 041 2315434/ 0735 628 272

[www.jkuat.ac.ke/centres/mombasa/](http://www.jkuat.ac.ke/centres/mombasa/)

Email: [director-mombasa@jkuat.ac.ke](mailto:director-mombasa@jkuat.ac.ke)

Twitter: @jkuatMsa

Facebook: JKUATmombasa

*"Setting trends in higher education research and innovation".*

## Registration

---

Before you start your placement, Certificate students will be required to fill 7 forms (students personal details, acceptance, students data sheet, emergency operations, students regulation declaration, checklist and Unit registration form) while those taking diploma and undergraduate will be required to fill in all the above plus Students Entrance Examination form.

The Post Graduate students will be expected to fill in four forms (Letter of acceptance, Students entrance examination, Unit registration and checklist).

## Fee Payment

---

You will be required to pay 50% of the total semester fee on or before classes commence. All the fees MUST be deposited into the campus account. Always ensure that you correctly indicate your students' registration number when depositing the fees at the bank. Our Account details are as follows: Account Name: JKUAT Mombasa CBD Campus, Bank: Kenya Commercial Bank, Branch: Treasury Square, Account No. 1107586933.

## Class Attendance

---

A class attendance sheet will be provided by your lecturer during lectures. You will be required to sign this sheet. Please note that the University Policy requires you to attend a minimum of 2/3rds of the classes for you to qualify to sit for the end of semester examination. All CATs and Assignments are mandatory.

Every class rep is required to join the campus reps WhatsApp group, to be added to the group see the ICT Office on the 8<sup>th</sup> floor.

## Student Portal

---

It is a requirement that you open a JKUAT email account to enable you access your student's portal. JKUAT online students' portal will help you access fundamental services offered in the university. You can now access your fee statement, posted exam results and register units. In case you need further assistance in regard to this, feel free to contact our ICT support team on [ictsupportmsa@jkuat.ac.ke](mailto:ictsupportmsa@jkuat.ac.ke).

### To activate your email visit

---

1. <http://portal.jkuat.ac.ke/studentemail/>
2. Get Your Student Email Login Details by inserting your registration number
3. Once you get your login details go to Gmail
4. Enter your full student email address i.e. [john.doe@students.jkuat.ac.ke](mailto:john.doe@students.jkuat.ac.ke)
5. Enter your password, hint: your password is your registration number in lower case i.e. xz522-c005-0009/2011
6. Follow the steps and activate your account
7. You will be prompted to change your password
8. Proceed to use your JKUAT Student Email Address

### To Login to the Portal visit

---

1. <http://portal.jkuat.ac.ke>
2. Input your username and password

Hint: Your username is the first part of your student email e.g. [john.doe@students](mailto:john.doe@students)

Hint: Password is your registration number in lowercase e.g. xz522-c005-0009/2011

## University ID

---

During the fourth week of the semester you will be called upon to take a photo for your ID card. This will help you in accessing the campus, borrowing books from the library and during examinations.

## Library Services

---

The Campus library will be open from Monday to Saturday. You are requested to always carry your students ID to enable you enjoy the library services.

## Security

---

As a security measure, you will be screened when accessing the campus premises by our security guards at the entrance.

## Examinations

---

Each of our semester runs for sixteen weeks. You will be expected to sit for your end of semester examinations after fourteen weeks of learning. In case a student's gets a supplementary examination, you will be required to pay Kshs. 800 for each paper failed. Please note that for those taking diplomas, Bachelors, Masters and PhD, one can only sit for a supplementary examination after one academic year (two semesters). You will be required to make a request for the supplementary examinations through the examinations officer in writing.

---

*“Setting Trends in Higher Education Research and Innovation”.*