



**JARAMOGI OGINGA ODIGA UNIVERSITY OF SCIENCE AND TECHNOLOGY  
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)**

**REGISTRATION STAGES FOR THE 2021/2022 ACADEMIC YEAR (KCSE 2020 COHORT)**

**DATE: 20<sup>TH</sup> SEPTEMBER, 2021 VENUE: GRADUATION SQUARE**

S/No.	REGISTRATION STAGES	ACTIVITIES	RESPONSIBLE PERSONS
1.	<b>Stage One (1):</b>  Admission Portal Preregistration Activities	<b>JOUST website:</b> -visit www.jooust.ac.ke -Proceed to Admission Portal and update the bio data (this is a one -off-exercise). - This data should be update before reporting to the university.	Students
2.	<b>Stage Two (2):</b>  Physical Reporting at the University: <i>Venue: Main Gate</i>	<b>Registration at the Main Gate</b> -Ensure strict use of masks - Checking of the Body Temperature -Hand washing/ Sanitization - Proceed to the Sports Ground for verification.	Chief Security Officer and Team
3.	<b>Stage Three (3)</b> Identification and Verification of Documents at School Level  <i>Venue: Sports Ground</i>	<b>Schools Level</b> -Sign Registration Attendance Register (Nominal Roll 1) -Identification and verification of Certificates -Admission Office to Admit and activate the accounts	Dean of Schools Chairpersons of Departments Schools Administrators Admission Staff
4.	<b>Stage Four (4)</b> Student's Portal  <i>Venue: access to internet facility</i>	<b>Student's Portal</b> -Access the portal (User name and password to be provided) -Register for the Course Units -Book Hostel Room - Confirmation of fee payment at Finance Office	Students In case of any challenges consult with Admission staff, ICT Team for guidance
5.	<b>Stage Five (5)</b> Accommodation/Hostels <i>Venue: Halls of Residence Offices</i>	<b>Accommodation/Hostel</b> -Allocation of Rooms ( <i>Note. Rooms shall be allocated to fully paid students</i> )	Halls and Residence Officers
<b>END OF REGISTRATION EXERCISE</b>			
6.	<b>Stage 6: Nominal Roll</b>	<b>Nominal Roll</b> Signing of nominal roll per School to be carried out after Orientation Programme /week	School Administrators

**Rev. Dr. Akuno Walter, PhD, CPM (MTI)  
REGISTRAR (ACADEMIC AFFAIRS)**