



NOTICE: TO ALL GRADUANDS - SOB

CLEARANCE PROCESS AND SCHEDULE OF ISSUANCE OF ACADEMIC DRESS

Please note the following:

i) Clearance Process

- Clearance will be done online by the various Sections. Only those with liabilities in the respective Sections will be expected to visit the specific Section in person to clear the liabilities.
- **All students are required to confirm clearance of fees from the respective Finance office i.e. G3 (Module II and Bursar's office, CHSS (Module I).**
- Issuance of the **clearance certificate** is being done at the College Registrar's, CHSS – Education Building

ii) Payment of Graduation/Convocation Fees

- Those cleared for graduation will be required to pay Kshs.4,000/- to ACCOUNT NO. 1100217 – Barclays Bank, Westlands. Account Title: CHSS (College of Humanities & Social Sciences) and present the bank slip together with the clearance certificate for issuance of gowns at Lower Kabete.

iii) Schedule for Issuance of Gowns

- 24/11/14 – 27/11/14: MBA & MSc Graduands
- 27/11/14: B.Com Regular
- 28/11/14 – 3/12/14: B.Com Module II and III

Time: 8.30 am – 4.00 pm

NB: You are required to stick to the above schedule to avoid congestion at issuing desk.

B. MWANGI

ASSISTANT REGISTRAR, SCHOOL OF BUSINESS

cc. Dean, SOB
Associate Deans – GBS/UGS
Chairmen of Departments, SOB

Programme Coordinators
School Administrators
Students' Portal/Notice Boards

17th November, 2014