REGISTRAR, ARSA
MURANG'A UNIVERSITY OF TECHNOLOGY
0 9 NOV 2026
P. O. Box 75 - 10200, MURANG'A
Tel: 0705 959 [illegible], Email: registrarsa@mut.ac.ke

MURANG'A UNIVERSITY OF TECHNOLOGY
Office of the Registrar (Academic, Research and Student Affairs)

Date: 9th November 2026

NOTICE TO ALL STUDENTS

RE: EXTENSION OF PERIOD FOR MANDATORY SEMESTER REPORTING AND UNIT REGISTRATION VIA STUDENT PORTAL

The University is preparing for the end-of-semester examinations. To plan effectively and ensure that adequate facilities and resources are available, the University needs to establish the number of students currently in session and the units each student is taking this semester.

All students must **report for the semester and register for their units through the Student Portal on or before Friday, 13th November 2026, at 5.00 p.m.** This is the final extension, after which the system will be closed. Students who do not report through the portal by the deadline will be presumed to have deferred their studies or proceeded on academic leave.

Further, **students who will not have registered for their units by the deadline will NOT be allowed to sit for the end-of-semester examinations.** Students who encounter any difficulty should seek assistance from their departments well before the deadline.

The following are the steps to be followed when reporting and registering for units through the Student Portal:

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A. Semester Reporting

1. Log in to the Student Portal at https://portal.mut.ac.ke/
2. Click the **Academics** tab.
3. Select **Semester Reporting**.
4. Select **Report for Session**.

B. Unit Registration

5. Still under the **Academics** tab, select **Unit Registration**.
6. Select all the units you are taking this semester, as provided for in your programme.
7. Submit your registration and confirm that the registered units appear on your portal.

Note: semester reporting does **not** require full payment of tuition fees. Every student must complete this process regardless of their current fee status.

PROF. RICHARD JUMA, PhD
REGISTRAR (ACADEMIC, RESEARCH AND STUDENT AFFAIRS)

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Copy: Vice Chancellor
Deputy Vice Chancellor, ARSA
Finance Officer