REGISTRAR, ARSA
MURANG'A UNIVERSITY OF TECHNOLOGY
0 2 NOV 2026
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MURANG'A UNIVERSITY OF TECHNOLOGY
OFFICE OF THE REGISTRAR ACADEMIC, RESEARCH AND STUDENT AFFAIRS
P.O. Box 75-10200, Murang'a **Email: registrarasa@mut.ac.ke**

NOTICE TO ALL STUDENTS

RE: 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 are therefore required to **report for the semester and register for their units** through the Student Portal **on or before Friday, 6th November 2026 at 5.00 p.m.**, following the steps below:

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.

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

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.

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

Copy: Vice Chancellor
Deputy Vice Chancellor, ARSA
Finance Officer