

Registration Number: _____



MAKUENI UNIVERSITY COLLEGE

**Joining Instructions and
Information for New Students**



Registration Number: _____

JOINING INSTRUCTIONS

1. LETTER OF ACCEPTANCE (JI/1(A))

FORM JI/1A to be completed and returned during registration.

2. NON-ACCEPTANCE OF OFFER (JI/1(B))

If you do not accept the offer of admission, you must complete **FORM JI/1 (B)** and return it to the Admissions Office immediately or send it via email to info@muco.ac.ke.

3. STUDENTS' PERSONAL DETAILS (JI/2A)

You are required to complete **Form JI/2A** and attach **two passport-size photographs (Colored)**. Please write your Registration Number as it appears in the Admission Letter on the back of each Passport Size Photograph.

4. MEDIA CONSENT FORM (JI/2B)

In the course of your studies and during various University College's activities, you may be photographed, video-graphed, and in some instances your voice may be recorded. The University would like to use any such media materials for its advertisement and marketing. You are therefore requested to fill in form JI/2A, to grant or decline the University College's authority to use such materials for publicity.

5. DECLARATION FOR ADMISSION / RE - ADMISSION / STUDENTSHIP (JI/3)

- i. All candidates accepting an offer of admission must undertake to complete the course they have been admitted to. Students should therefore read carefully and sign **FORM JI/3**.
- ii. **BOND** - Attached to **FORM JI/3** is a **BOND** governing undergraduate admission, readmission, and studentship. Students are expected to familiarize themselves with the conditions spelt out in the **BOND** and to have it executed as required. The executed **BOND** must be returned to the University College on registration day.

6. **RULES AND REGULATIONS GOVERNING THE ORGANISATION, CONDUCT, AND DISCIPLINE OF STUDENTS**

All students are expected to read and understand the Rules Governing the Organization, Conduct, and Discipline of Students and are expected to adhere at all times to the parameters of discipline and conduct as per the attached documents.

7. **STUDENTS CONDUCT DECLARATION (JI/4)**

Every student must sign the declaration **FORM JI/4** signifying that they have read and understood the content and meaning of the Rules and Regulations Governing the Conduct and Discipline of Students. The signed declaration must be submitted during registration.

8. **SPONSORSHIP FORM (JI/5)**

All students who will be sponsored by their guardian and any other sponsor other than the Kenyan Government should have **FORM JI/5** signed by the sponsor as soon as they receive their admission letter.

9. **IMPORTANT INFORMATION ON UNIVERSITY COLLEGE PROCEDURES, PROCESSES AND ACCOMMODATION (JI/6)**

All students are expected to read and understand the procedures and processes of inter-School



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transfers, withdrawal, deferment, and re-admission outlined in **FORM JI/6**

10. MEDICAL EXAMINATIONS (JI/7)

- i. Admission to the University College is conditional upon receipt of a satisfactory medical report. Students must therefore undergo a medical examination with a registered medical practitioner before coming to the University. **FORM JI/7** is attached for this purpose to be completed by the examining doctor, and the same should be submitted on the date of registration.
- ii. Medical attention at the University College - The University College Clinic is open to all students, but they are advised to be prepared to meet the expenses of any medical attention not provided by the University College.
- iii. Dental and Optical Treatment - The University College does not provide dental or optical treatment. Students have to make their own arrangements and meet expenses for such treatment.
- iv. SHIF/SHA: All students who have attained the age of 18 years are advised to register with SHA to enable them to remain covered throughout their stay at the University College. Parents and guardians are requested to ensure their learners' SHA subscriptions are paid.

11. MEDICAL CONSENT FOR MINORS (JI/8)

Parents or guardians of students who are under 18 years of age are required to sign **FORM JI/8**

12. FEES STRUCTURE (JI/9)

Students and Parents are advised to familiarize themselves with the information provided in **FORM JI/9** regarding the fee structure and take necessary action regarding each of these items well before reporting to the University.

12. PERSONAL ITEMS REQUIRED BY THE STUDENTS

The items listed below are essential. Kindly ensure you have purchased enough for your learning and comfort.

- i. A laptop Computer (Mandatory for all students in ICT, but optional for all others)
- ii. Appropriate calculator
- iii. Academic Stationery
- iv. Beddings, bed sheets, clothing, pocket money, bathroom essentials, and Sundries

13. DOCUMENTS TO SUBMIT TO THE UNIVERSITY COLLEGE DURING REGISTRATION

The following should be submitted to the University College when you report;

- i. A signed copy of Students' Rules and Regulations
- ii. Original academic documents (Certificates), and Identification Documents for verification
- iii. Duly filled Forms (Form JI/3 and JI/4 must be signed by a **Judge/Magistrate/Advocate/Commissioner of Oaths**)



Registration Number: _____

JI/1 (A)

MAKUENI UNIVERSITY COLLEGE
LETTER OF ACCEPTANCE BY THE CANDIDATE
(to be completed by those ACCEPTING the offer)

**1 Colored Passport
Size Photographs**

Dear Registrar,

UNIVERSITY COLLEGE REGISTRATION NO.: _____

I _____
(Surname) (First Name) (Other Names)

of K.C.S.E. Index No. _____ Year 20____, With reference to
your letter offering me a place in the School of

For a course leading to (*e.g. Bachelor of Commerce*) _____

I confirm that **I DO ACCEPT** the offer and **I PROMISE TO ABIDE** by the Rules and Regulations governing the University College, Conduct and Discipline of the Students of the Makueni University College, as spelt out in **STUDENTS CONDUCT**, which is prepared in accordance with the Makueni University College's Statutes. I also undertake to obey the instructions of the Institution's Authorities at every level of administration.

I require a Government Loan, Scholarship, or Bursary ☐

I do not require a Government Loan, Scholarship, or Bursary ☐

FULL NAME: _____

I.D. NO.: _____

SCHOOL/DEGREE COURSE ADMITTED: _____

SIGNATURE: _____ **DATE** _____



Registration Number: _____

Jl/1 (B)

NON-ACCEPTANCE OF OFFER
(to be completed by those NOT ACCEPTING the offer)

Dear Registrar,

UNIVERSITY COLLEGE REGISTRATION NO.: _____

I _____
(Surname) (First Name) (Other Names)

of K.C.S.E. Index No. _____ Year 20_____, With reference to
your letter offering me a place in the School of

For a course leading to (e.g. Bachelor of Commerce) _____

I confirm that **I WILL NOT ACCEPT** the offer, because of the following reason(s):- (**Mark X** against that which is applicable)

1	Family Problems	
2	Health-related issues	
3	I have been offered an Overseas Scholarship	
4	I have taken on employment	
5	I have joined the Module II Programs/different institution	
6	Any other reasons	

FULL NAME: _____

I.D. NO.: _____

SCHOOL/DEGREE COURSE ADMITTED: _____

SIGNATURE: _____ DATE _____



Registration Number: _____

JI/2A

MAKUENI UNIVERSITY COLLEGE
(TO BE COMPLETED IN BLOCK LETTERS)

**1 Colored
Passport Size
Photographs**

STUDENT'S PERSONAL DETAILS

Information provided in this form is intended to help the Office of the Academic Registrar to understand students' welfare better. It will be used for the purpose of improving welfare while at the University College.

Full Name: _____
(Surname) (First Name) (Other Names)

Date of birth: _____ Gender: Male ☐ Female ☐ Marital status: _____
(DD/MM/YYYY)

National ID No.: _____ Birth Certificate No. _____

K.C.S.E. Index No. _____ K.C.S.E YEAR _____

K.C.P.E. Index No. _____ K.C.P.E. YEAR _____

Are you a Person Living with Disability (PWD)? Yes ☐ No ☐

If yes Specify Nature of the Disability: _____

Nationality _____ Religion _____

Mobile Phone No. _____ Email address _____

Postal address _____ Postal Code _____ Town _____

County of birth _____ Sub-County _____

Location _____ Sub-location _____

Constituency _____ Ward _____

Name of Chief _____

Place of Permanent Residence: Village/Estate: _____

County of Residence _____ (i.e.
County at which your loan/allowances will be processed and paid)



Registration Number: _____

PARENT(S)/GURDIAN(S) DETAILS

Full name of Mother _____

Occupation of Mother _____

Full name of Father _____

Occupation of Father _____

Full name of Guardian _____

Occupation of Guardian _____

Give names and addresses of two persons who can be contacted in case of emergency

NAME

RELATIONSHIP

ADDRESS&TELNO

i. _____

ii. _____

Name and address of secondary school attended _____

Date _____ From _____ To _____

K.C.S.E. results - (Subjects and grades)

SUBJECT	GRADE	SUBJECT	GRADE

Any other institutions attended and qualifications attained _____

Games/Sports: Which games are you interested in? _____

If you represented your school, etc., in games, please give details. _____



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Clubs, Societies and Hobbies: Which clubs, societies and hobbies are you interested in? Please give details of your participation. _____

Please give any information you think is useful for you to communicate to the University.

I certify that the information I have provided is correct.

Signature_____Date_____



Registration Number: _____

JI/2B



MAKUENI UNIVERSITY COLLEGE

MEDIA CONSENT FORM

**(Permission to use Photos, Videos, and Audios for the Catalog,
Website, Marketing Campaigns, and Publicity)**

I hereby give my consent to Makueni University College, its legal representatives, successors, and assignees the right to record my voice, take my photograph(s), and video(s), and to process such data, and use it, reproduce it, and publish such image(s) and video(s) of me in the Student Catalog as well as broadcast my recorded voice.

I agree that the voice, photographs/negatives, and videos referenced hereby shall constitute the sole property of Makueni University College, with full right of disposition in any manner whatsoever, including the right to broadcast and to publish on their website.

I hereby release Makueni University College and Her legal representatives, successors, and assignees from any and all claims whatsoever in connection with the use, reproduction, or publication of the images and videos thereof, and the broadcasting of the voice.

I hereby give my consent, having understood that Makueni University College may forthwith, without seeking any further consent from me, use my voice, photos, and videos for promotional purposes, marketing campaigns, and scaled publicity, and that any such use will not be considered a breach of the scope of consent by me.

Dated thisday of20.....

Name.

Signature.....

National Identity Card Number.

Birth Certificate No.



**MAKUENI UNIVERSITY COLLEGE DECLARATION FOR ADMISSION/
RE-ADMISSION/STUDENTSHIP
(To be completed in BLOCK LETTERS)**

I, _____, of National ID No. _____ and student Registration No. _____ Having been notified of my admission/re-admission to the Makueni University College, School of _____

Do hereby bind myself solemnly and undertake to comply with the following conditions.

1. That throughout my academic pursuit and stay in the University College, I will, as any other citizen of the country, conduct myself in accordance with the provisions of the Laws of Kenya.
2. That I will diligently apply myself to my prescribed course of study within the University College in accordance with the relevant statutes, rules, syllabi, and practices of the University College.
3. That I undertake to attend all scheduled lectures, tutorials, seminars, practicals, and all other instructional activities that will be required of me by the Institution's Authorities during my academic pursuit in the University College.
4. That I acknowledge and duly submit myself to the disciplinary authorities of the University College as defined in the Rules and Regulations Governing the Institution and Conduct of students of the University College. In particular: -
 - a) Bind myself to refrain from engaging in any unlawful activities that may be deemed to be prejudicial to the interest of the University College and other students, and in particular, I will abstain from inciting, obstructing, or in any manner stopping any other students from attending lectures or obstructing a member of the University College from giving lectures or such other instructions;
 - b) Undertake not to convene or join any unauthorized and/or unlawful demonstrations, processions, gatherings, and activities, or in any way to be a party to any activities deemed prejudicial to the good order and running of the University College.
 - c) Undertake at all times to conduct myself in such manner as to uphold the dignity of the University College and not to permit anyone to influence me to commit any breach of rules, regulations, or practices of the University College.
 - d) Undertake to conduct myself at all times, within and outside the precincts of the University College, in a responsible and socially acceptable manner which upholds the dignity and public confidence in University College.
5. That I bind myself by this instrument, fully conscious that should I be found in breach of any of the above conditions, or should I in any way conduct myself in a manner prejudicial to the University College, other students, members of the University College, or members of the public, I shall be expelled from the University College; and
6. That I unconditionally execute the relevant bond required of me by the University College as a condition of admission/re-admission/studentship.

STUDENT SIGNATURE _____ **DATE** _____



Registration Number: _____

**MAKUENI UNIVERSITY COLLEGE BOND GOVERNING POSTGRADUATE AND
UNDERGRADUATE ADMISSION, RE-ADMISSION, AND STUDENTSHIP**

1. **THIS BOND** is made by the Makueni University College Council and the South Eastern Kenya University Senate (hereinafter referred to as 'The University College' and forms part of the **binding terms and conditions** upon which anyone may be admitted, re-admitted into, or permitted to remain in postgraduate and undergraduate studentship in the University College.
2. **THIS BOND** shall be considered ready for execution as from (*date of signing*) _____ and once executed shall remain in force in its present form for all postgraduates, and undergraduates governing their admission, re-admission and studentship throughout their tenure of studentship, subject to such special decision as the enacting Authority may at its sole discretion take in relation to particular cases, until such time as the University College may vary the bonds content, in such manner as the enacting Authority may deem fit.
3. **THIS BOND** shall bind jointly and severally, all persons being admitted or re-admitted into, or allowed to remain in studentship in the University College, and their parent/guardian and the enacting Authority and an appropriate undertaking in the form prescribed in **THIS BOND** shall be made by **both** the person admitted or readmitted into or allowed to remain in studentship in the University College, and the parent/guardian of the person in the presence of a Judge, a Magistrate or an Advocate.
4. **THIS BOND** shall bind the Parent/Guardian of any student being admitted or re-admitted into, or allowed to remain in studentship in the University to pay to the Student Finance Office, at the beginning of each academic year, or at such other time as the University Senate may prescribe and communicate to the persons in question, the appropriate fees applicable as per the fees structure and as determined by the University College from time to time.



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5. By **THIS BOND**, the Parent/Guardian undertakes to pay the required fee, and the applicant undertakes to secure this undertaking and to ensure the fee is duly paid and delivered on time as required in the terms of Paragraph 4 hereof.

FULL NAME OF STUDENT _____

(Signature and Date)

SCHOOL _____

COURSE _____

Witnessed by;

NAME OF PARENT/GURDIAN _____

(Signature and Date)

THIS BOND IS EXECUTED AT (town) _____

THIS _____ **DAY OF** _____ **20** _____

BEFORE ME _____

(Judge, Magistrate, or Advocate and Commissioner of Oaths)

(Signature, Date, and Stamp)

ACADEMIC REGISTRAR
(on behalf of the University College)



Registration Number: _____

JI/4

MAKUENI UNIVERSITY COLLEGE

**REGULATIONS GOVERNING THE ORGANIZATION, CONDUCT, AND DISCIPLINE OF
STUDENTS AT THE UNIVERSITY**

DECLARATION

I, _____ of ID. No. _____
declare that I have read the regulations governing the University College, Conduct and Discipline
of Students at the Makueni University College, and understood their content and meaning, and
undertake to abide by them.

STUDENT'S SIGNATURE _____ **DATE** _____

SCHOOL _____

COURSE _____

KCSE INDEX NO: _____ **YEAR** _____

THIS DECLARATION IS EXECUTED AT (town) _____

THIS _____ **DAY OF** _____ **20** _____

BEFORE ME _____
(Judge, Magistrate, or Advocate and Commissioner of Oaths)

(Signature, Date, and Stamp)

ACADEMIC REGISTRAR
(on behalf of the University College)



Registration Number: _____

J1/5

MAKUENI UNIVERSITY COLLEGE

(TO BE COMPLETED BY THE SPONSORING AUTHORITY)

Name of candidate _____

Course Admitted to _____

Registration Number _____

We are prepared to sponsor the above named candidate for the course of study leading to the degree of Bachelor of (insert course for which the candidate has been admitted)

NAME _____

POSTAL ADDRESS _____ **CODE** _____ **TOWN** _____

TELEPHONE NUMBER _____

SIGNATURE _____ **DATE** _____

NB:

1. All privately sponsored candidates are requested to get this form signed by their Sponsors as soon as they receive their offers. Students in this category should make arrangements to pay fees due in advance before the registration day.
2. Kenyan students applying for a loan from the Higher Education Loans Board do not need to complete this form.



***IMPORTANT INFORMATION ON UNIVERSITY COLLEGE PROCEDURES AND
PROCESSES***

DEFERMENT OF ADMISSION

An applicant who, for any reason, is unable to take up the offer of admission will be required to inform the Academic Registrar (AR) by either filling in Form JI/1B of the Joining Instructions or writing directly to the Academic Registrar (AR). This information should reach the Academic Registrar (AR) at least one week prior to the date of registration. An applicant will be required to apply to defer admission on an annual basis, but after the second year, the offer of admission will lapse, and the applicant will be required to reapply afresh for admission. An applicant who defers admission must ensure that he or she receives an **Official Letter of Deferment** of admission from the Academic Registrar (AR). An applicant who fails to inform the Academic Registrar (AR) of his/her deferment of admission will be deemed to have forfeited his/her position and will be deregistered from the course admitted to.

STUDENT IDENTITY CARD

After the registration formalities, every student is issued a Student Identity Card bearing his/her picture, name, registration number, the school, the course, and the duration. The Student Identity Card allows easy identification of students and enables them to access various University College services (e.g. the library, the student health clinic, etc). Every student must ensure that they have their Student Identity Card at all times and that the card contains the correct information and remains valid for the duration of their time at the University.

PROCEDURE OF REPLACING STUDENT IDENTITY CARD

A student who loses his/her Student card will be required to report the loss to a police station and acquire an abstract. With a copy of the police abstract, they will also be required to report the loss to the Office of the Academic Registrar (AR), from where the replacement will be processed.

Replacement charges payable by the student will be as determined by the University College from time to time.

TEMPORARY WITHDRAWAL OF STUDENTSHIP

If, for any reason, a student who is already registered for a particular course has to leave the course for a particular period, the student will be required to apply to the Academic Registrar (AR) for temporary withdrawal. All applications for temporary withdrawal must be endorsed by the Dean of the respective School/Institute and must state the reasons for and the duration of such withdrawal. Any student who withdraws from a course without seeking the appropriate authority will be deemed to have absconded from the course and will therefore be de-registered from the course.



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INTER/INTRA-SCHOOL TRANSFERS

Inter/Intra-School transfers are processed within the **First Three Weeks** of the semester. Students should note that transfers are only offered under two conditions if;

- i. There is a vacant place in the intended destination School or Institute.
- ii. The student meets the requisite admission criteria for the particular course.

In addition, merit is used as a criterion for transfer, and all applicants to a particular course will be ranked and allocated the vacant position on merit. Students who will have succeeded in their application for transfer will receive an **Official Letter of Transfer** from the Academic Registrar (AR) and will be expected to report and register for their new courses by the fourth week of the semester. Students need to note that all Inter/Intra-School transfers are subject to approval by the Deans Committee and that once the transfers have been approved, the exercise is closed and no late applications or appeals are considered.

ABSENCE DUE TO ILLNESS

A student who misses any lectures, practicals, Continuous Assessment Tests (CATS), examinations, etc., due to illness, must inform in writing the lecturer concerned, the Chairman of the Department, and the Dean of the School of such absence as soon as is feasible.

NOMINAL ROLL

The Nominal Roll is a record of students registered in each diploma and degree program every semester/year. It gives important details on the student as well as recording the progress of the student from semester to semester (and yearly). It is important for every student to ensure that he/she signs the nominal roll in the Dean's office of their respective School at the beginning of each semester and to ensure that the information given in the nominal roll is correct and up to date.

COURSE/SUBJECT REGISTRATION

Every student is required to register for the courses/subjects they will undertake ONLINE from the Student portal at the beginning of every semester (first three weeks). The student must ensure that the registration is complete and the units registered are approved.

It's the responsibility of the individual student to ensure that the units registered bear the correct course codes.

EXAMINATIONS PROCESSES AND PROCEDURES

i) Rules and Regulations

Examinations are a very important component of a student's academic life, and students are expected to familiarize themselves with examination rules and regulations in the courses they have chosen and to ensure that they have fulfilled all the examination requirements in each semester.

ii) Registration



Registration Number: _____

At the start of each semester (within the first three weeks), every student must register for courses and the examinations that they are due to take during that Semester ONLINE. It is important that students get the right information from their respective Schools on the examinations they are expected to take in each semester.

iii) Attendance

Students should note that they are required to attend all courses they are registered in and to take the requisite continuous assessment tests in those courses in order to be allowed to sit the end of semester examinations.

iv) Problems

A student who experiences a problem, which is likely to affect his/her examination performance (i.e. sickness, bereavement etc.) must report such problems in writing to the chairman of the department offering the courses the student is taking, and to the Dean of the School. Any problem that is reported after the examination results are known will not be acceptable for examination appeals.

v) Examination cards

Students must produce examination cards at each examination sitting. Every student who is registered for the examination must therefore download the card from his/her student portal and ensure that it is certified by the department before the examination day.

vi) Lateness

Lateness to examination venues will not be tolerated, and no student will be allowed to enter an examination 30 minutes after the start of an examination, nor will any student be allowed to leave the examination room during the last 30 minutes of the examination.

vii) Examination Cheating

Any student caught cheating in examinations e.g. by copying, having or making reference to unauthorized materials; communicating with other students verbally or through other means, will be expelled from the University College and shall not be eligible for admission to any other programme of the University College. Students are advised to ensure that at no time do they carry authorized materials such as notes, books, handbags, mobile phones, smartwatches e.t.c. into the examination rooms.

The penalty for cheating in an examination is **immediate suspension** followed by **EXPULSION** as per the University College statutes

viii) Missing an examination

Missing an examination without good cause is a serious offence. **Misreading examination timetables** is NOT considered a good cause of missing examinations, and it's therefore not condonable.



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ix) Answer booklets

Students must not take answer booklets from the examination rooms.

x) Examination results

Provisional examination results may be obtained from the respective office of the Dean of the School.

xi) Academic transcripts

Academic transcripts are available at the end of each academic year and are issued on application to the Academic Registrar (AR).

ACCOMMODATION

The University College does not currently have its own accommodation facilities. However, the University College has collaborated with investors in Wote Town who have been certified by the University College to accommodate our students. Parents, Guardians, and Students are strongly advised to consider seeking accommodation in such facilities. A list of providers and their contacts is available on our website as ***Recommended Accommodation Sites***.



Registration Number: _____

JI/9



MAKUENI UNIVERSITY COLLEGE
STUDENT ENTRANCE MEDICAL EXAMINATION FORM

IMPORTANT: Students should bring this form duly signed during registration. Students are requested to complete part 1(one) of this form. Part 2&3 (two and three) should be completed by the medical officer examining the student. The complete form should be brought by the student (personally) and presented to the University College Medical Officer. *Craft Disclaimer*

PART 1: BACKGROUND

SURNAME: OTHER NAME:

GENDER: DATE OF BIRTH: PLACE OF BIRTH:

NATIONALITY: MARITAL STATUS: TELEPHONE NO. (SELF) :

PREVIOUS SCHOOL:

NAME OF PARENT/GUARDIAN/NEXT OF KIN:

POSTAL ADDRESS:

TELEPHONE NO. (HOME):

PART II: (To be completed by the student with the doctor's help)

Have you ever been admitted into hospital?

If so, when and for what illness?

Have you ever suffered from any of the following?

Allergy	Yes/No	Infectious Mononucleosis	Yes/No
Anaemia	Yes/No	Jaundice/Hepatitis	Yes/No
Asthma	Yes/No	Peptic Ulcer	Yes/No
Back problem	Yes/No	Mental illness	Yes/No
Bilharzia	Yes/No	Poliomyelitis	Yes/No
Bladder problem	Yes/No	Severe headaches	Yes/No
Chest infections	Yes/No	Surgery	Yes/No
Diabetes mellitus	Yes/No	Thyroid disease	Yes/No
Epilepsy	Yes/No	Tuberculosis	Yes/No
Eye problem	Yes/No	Speech problem	Yes/No
Heart disease	Yes/No	Hearing problem	Yes/No
High blood pressure	Yes/No	Sexually transmitted disease	Yes/No
Blood transfusion	Yes/No	Irregular menstrual periods and or Endometriosis	Yes/No

Are you on any treatment now? Yes/No

If the answer to any of the above is YES, please give details (can use a separate sheet)

.....

Who's your doctor?

.....



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Any other medical cover, including SHIF (compulsory cover) for self, parents/guardians?

FAMILY MEDICAL HISTORY:

Has any member of your family suffered from any of the following?

Diabetes mellitus	Yes/No	Heart disease	Yes/No
High blood pressure	Yes/No		
Mental illness	Yes/No	Sickle cell disease	Yes/No
Tuberculosis	Yes/No		

SIGNATURE..... DATE

PART III: (To be completed by the Examining Doctor)

Immunization Record

B.C.G.(yes/no), Poliomyelitis(yes/no) DPT(yes/no) Hepatitis(yes/no)

Height Weight Any deformity
Visual Acuity LE 6 RE 6
With glasses.....
Without glasses.....

E.N.T

Hearing Nose Throat

LYMPHATIC SYSTEM:

CARDIOVASCULAR SYSTEM:

Pulse /minute Regular/irregular
Heart sounds..... Blood pressure

RESPIRATORY SYSTEM:

Clinical findings Respiratory rate
Percussion..... Auscultation.....
CXR, X-Ray and report should be submitted together with the form. (IF NECESSARY)

ALIMENTARY SYSTEM:

Teeth..... Tongue..... Abdomen

GENITO-URINARY SYSTEM:

Urethral discharge..... L.M.P..... Uterus

LABORATORY TEST

Urine:-S.G..... Albumin..... Sugar.....
Deposit..... Blood:-Khan Test.....

COMMENTS BY THE EXAMINING DOCTOR:

.....
.....
DOCTOR'S NAME..... SIGNATURE STAMP.....

PART IV:

COMMENTS BY THE UNIVERSITY COLLEGE MEDICAL OFFICER:

Special remarks
.....
Does the student require any special medical needs?
.....
UNIVERSITY COLLEGE MEDICAL OFFICER
DATE..... STAMP.....



Registration Number: _____

Jl/10



MAKUENI UNIVERSITY COLLEGE MEDICAL CONSENT FORM MINORS

EMERGENCY OPERATIONS

This applies to students who are minors (i.e., under 18 years of age)

Name of Student _____

Date of Birth _____

Course Admitted to _____

Registration No. _____

Approval of your parents (or guardian) is required for the Principal of the Makueni University College to give consent on their behalf, for any emergency operation to be carried out on you should a situation calling for such an operation arise. Parents (or guardians) are therefore required to complete the consent form below if you are less than 18 years of age.

FORM OF CONSENT

I agree that the Principal of the Makueni University College may give consent for any emergency operation being performed on (insert name), if it has not proved possible to contact me in time.

Name _____

Relationship _____

Address _____

Telephone _____

Signed _____ Date _____



Registration Number: _____



**MAKUENI UNIVERSITY COLLEGE
HEALTH SERVICES**

STUDENT MEDICAL SERVICES

1. Students are entitled to basic outpatient medical services at the University College Health Unit only.
2. Referrals will be made to the Makueni County referral hospital for eligible outpatient services not available at the University College Health Unit.
3. Maternity Services are not provided by the University College; Students should make their own arrangements for transport to their facilities of choice for delivery
4. Specialist medical services (Consultants Clinics) are not covered by the University
5. Students on follow-up for Congenital and Chronic conditions are advised to make their own arrangements for continuity of care with their specialists
6. Comprehensive medical services expenses are a responsibility of the Parent/guardian
7. Students are encouraged to have SHIF/SHA cover to facilitate admission

