

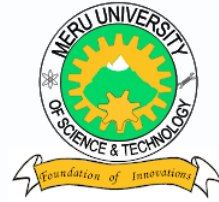


Meru University of Science & Technology

Change of Course User Manual

1. Navigate to the student portal via <https://student.must.ac.ke/>
2. Login to your student portal using your registration number and your password (Your national Id number/birth certificate number is the default password)

NOTE: Only duly admitted students have access to the student portal.

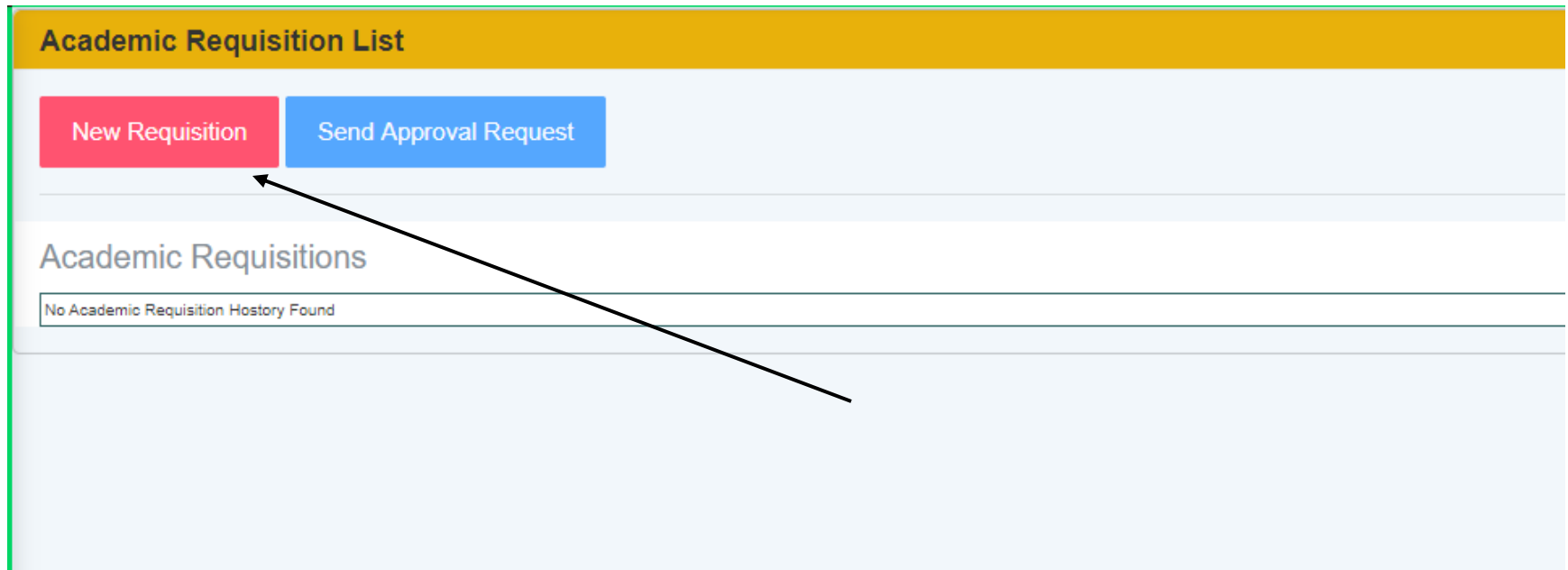
A screenshot of the 'STUDENT LOGIN' form. The form has a green background and a white border. At the top, it says 'STUDENT LOGIN' in white text. Below that, there are two input fields: 'Registration Number' and 'Password'. The 'Registration Number' field contains a greyed-out placeholder. The 'Password' field contains a series of dots. To the right of the 'Password' field, there is a link that says 'Forgot Password?'. At the bottom of the form, there is a yellow button with the text 'Login' in black.

3. Once logged in, navigate to the academic requisitions section on the left hand side menu

The screenshot shows a student dashboard. On the left is a green sidebar menu with categories: Core (Dashboard), Financials (Fee Statement, Receipts), Academics (Units Registration, Academic Requisitions, Lecturers Evaluation), Examination (Exam Card), and Settings (Change Password). The main content area has a yellow header 'Dashboard' and two summary cards: 'Registered Units' and 'Units Registered in previous semesters', both showing '0'. Below these is a 'Basic information' table with fields for Admission No, Names, ID/ Passport, Gender, Date of Birth, County, Country, Phone number, Student Email, and Postal Address. The phone number field has 'Edit Phone Number' and 'Confirm Phone Number' buttons. The student email field has a message: 'Default Password Is Your Student Number'.

Basic information	
Admission No	HS203/104636/20
Names	MAKALE NEWTON
ID/ Passport	39112012
Gender	Male
Date of Birth	03/08/2001
County	ELDORET
Country	KENYAN
Phone number	0704975861, Edit Phone Number Confirm Phone Number
Student Email	Default Password Is Your Student Number
Postal Address	72

4. Select New requisition from the requisitions page



5. Select “**Course change**” as the requisition type and duly fill the form provided. Make sure you capture all your details correctly then submit.

<<< Back to Requisition List

Academic Request Form

Registration: [Redacted] 20
Name: [Redacted]
Telephone: [Redacted] Email: [Redacted]
Current Program of Study: [Redacted]

Choose the Type of Requisition
Course Change

Student Course Change Form

Course Category
Undergraduate

Select Course you Want to Transfer To
Bachelor of Science Information Technology

Weighted Points
45

Reasons for the Course Transfer
Testing

Submit Request

Once you submit, the application will be subjected to an approval process. You can track your applications from the academic requisitions list page.

Academic Requisition List

New Requisition Send Approval Request

Academic Requisitions

	Requisition Number	Date	Requisition Type	Semester	Status
Select	STUD-REQ0032	08/09/20	Course Transfer	SEM3-2019/2020	Pending Approval

Possible Errors that may be encountered

The image shows a screenshot of a web application interface for an Academic Request Form. The form is titled "Academic Request Form" and includes fields for "Registration Number", "Address", "Telephone Number", "Name", "Email", and "Current Program of Study". Below these fields, there is a section for "Choose the Type of Requisition" with a dropdown menu set to "Course Change". The form is partially obscured by a white warning dialog box in the center. The dialog box features an orange exclamation mark icon, the word "Warning" in bold, and the message "You do not qualify for this programme". An "OK" button is located at the bottom of the dialog box. The background form is dimmed, showing sections for "Student Course Change Form", "Course Category" (Undergraduate), "Select Course you Want to Transfer To" (Bachelor of Science In Actuarial Science), and "Reasons for the Course Transfer" (Testing). A "Submit Request" button is visible at the bottom left of the form.

<< Back to Requisition List

Academic Request Form

Registration Number : Name :
Address : Email :
Telephone Number : Current Program of Study :

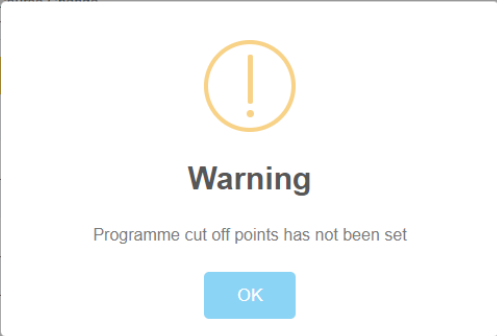
Choose the Type of Requisition

Student Course Change Form

Course Category
Undergraduate

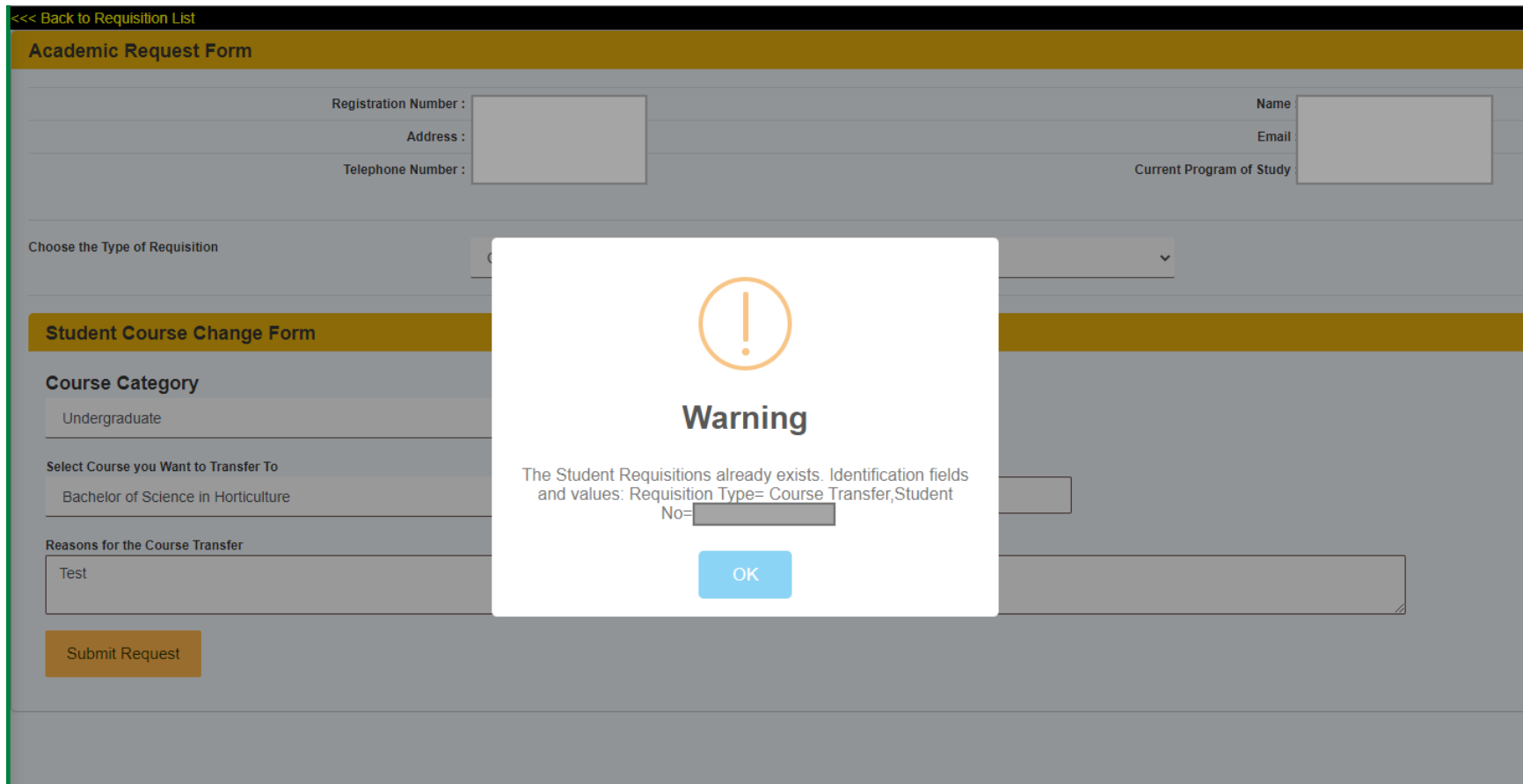
Select Course you Want to Transfer To
Bachelor of Science Information Technology

Reasons for the Course Transfer
Testing



A white warning dialog box with a yellow exclamation mark icon inside a circle. The text inside reads "Warning" in bold, followed by "Programme cut off points has not been set" in a smaller font. At the bottom center is a blue button with the text "OK".

The above error means that no cut-off points have been set. You can write to admissions@must.ac.ke indicating the programme you are trying to transfer into for setup of the cutoff points.



The above error means that you have already applied for the course transfer. Kindly check the already applied course transfer under the academic requisitions page for more information.