

SUMMER SEMESTER 2017

UNDERGRADUATE STUDENTS ORIENTATION PROGRAM

INTRODUCTION

Welcome to USIU-Africa in Nairobi!

The new student orientation program for Summer Semester 2017 will take place on 2nd, 3rd, 4th and 5th May 2017. All events will be held in the USIU-Africa Auditorium unless otherwise specified. Parents, guardians and students are urged to go through this program carefully so that they know what is expected of them. The resident hostels will be available for occupancy on Tuesday 2nd May, 2017 for those students who will have been officially accepted and paid for housing.

A special Orientation will also be held on Tuesday 2nd May, 2017 for students, parents and/or guardians. Through this orientation, the university hopes to enlighten parents about its programs, facilities and procedures. New students will have their orientation for all the four days. This will give them a chance to learn about educational, social opportunities and challenges that students face when attending university. All new students **must** ensure that they get and sign for a flash disk containing copies of the academic catalogue and student handbook. **Placement exams must be done by ALL STUDENTS except for those with non-degree status and exchange program.**

All Students MUST sit for their English, Mathematics and IST placement examinations as indicated on the program. PLEASE BRING YOUR OWN PENCIL AND ERASER FOR THESE EXAMINATIONS.

*New students with official work commitments are advised to request for **FOUR DAYS LEAVE** from their employers so that they can acquire the necessary information given during this function, as well as get the opportunity to go through important course selection procedures and registration.*

Students who will be using the contracted Bus Transport should submit their payment slips and have their passport photographs taken by an official at the Contracted Transport Office (at the Transport Yard) which is open on Monday to Friday at 8 a.m. to 5 p.m.

ACTIVITIES

1. Welcome to USIU-Africa
2. Introduction of Administration, Faculty and Staff
3. Parent Orientation
4. Placement Examinations
5. Student Welfare
6. Academic Programs
7. Registration Process
8. ID Cards Processing
9. Financial Clearance
10. Collection of Course Texts

☞It is MANDATORY for all students to attend all sessions as scheduled.

PROGRAM

DAY 1: TUESDAY, 2ND MAY 2017

- 8.00– 8.40 a.m. - Arrival and registration of parents and new students at the Auditorium
Mr. Michael Kisilu / SAC Welfare Committee get names of parents who wish to take campus tour/Short presentation by clubs.
- 8.40-8.45 a.m. - Day's briefing **Dean of Students**
- 8.45 – 8.50 a.m. - USIU *Alma mater* **(SAC)**
- 8.50 – 9.10 a.m. - Welcome address by the Vice Chancellor.
- 9.10 – 9.20 a.m. - Alumni Talk
- 9.20 -9.30 a.m. - Placement Exams – Ms. Zuhra Magut/Mr. Dalton Ndirangu/Dr. Samuel Karoki
(New students to leave for Tea Break after this session)
- 9.30 – 10.00 a.m. - **Tea Break – For Students Only (In-charge Mr. Ayuoyi/Salano/SAC)**

Concurrent events taking place

Student Orientation

TIME	All Students
10.00 – 12.30 p.m.	English Placement Exam (Ms. Zuhra Magut/SAC) (Venue B1 – B5 & LT 1 & 2 & Lillian K. Beam Building)
12.00 – 2.00 p.m.	Lunch
2.00 – 4.30 p.m.	Maths Placement Exam (Venue – Lillian K. Beam Building) (Dr. Samuel Karoki /SAC)
4.30 – 5.00 p.m.	Campus Tour (Mr. Chris Ayuoyi/SAC)

NB: ☞ Placement exams are mandatory except for non-degree seeking students. Punctuality is of utmost importance. Students cannot register until the exam results are reported.

☞ All Students must bring their own pencils and erasers

Parents Orientation

- 9.30 – 10.00 a.m. Discussions of various aspects of student life on campus
Academic Policies, Regulations and records
Mrs. Lydiah Masinde (Registrar)
- Grade Reports
- 10.00 – 10.30 a.m. Student Academic Life
Amb. Prof. Ruthie Rono (DVC - Academic & Student Affairs)
- Academic Programs, Faculty/ Student roles/expectations
 - Chandaria School of Business
 - School of Humanities & Social Sciences
 - School of Science & Technology
 - School of Pharmacy & Health Sciences
 - Q&A
- 10.30 – 11.00 a.m. - **Tea Break – Parents / Guardians**

- 11.00– 11.20 a.m. - Fees and other financial matters - *Ms. Edith Guchu (Ag. Director of Finance)*
- 11.20 -11.40 a. m. - Health Services - *Senior Clinical Officer*
- Referrals
 - Medical Insurance
- 11.40 -12.00 p.m. - Library Talk - *Dr. Sylvia Ogola (Librarian)*
- 12.00– 12.30 p.m. - Student Affairs - *(DVC - Academic & Student Affairs)*
- Housing
 - Activities
 - Counselling
 - Exchange Program
 - Financial Aid
- 12.30 – 01.00 p.m. - Parents Tour of the Campus/Collection of surveys *(Optional)*
- Mr. Chris Ayuoyi /SAC/ SPAC/ Ms. Damiana Kiilu*
- 01.00 – 02.00 p.m. - **LUNCH *(in the Cafeteria at competitive prices)***
- Parents may leave after this session.**
- 02.00 – 4.00 p.m. - **ALL GROUPS: Refer to the table on page 2.**
- 04.00 – 5.00 p.m. - **Campus Tour - for all New Students *(Groups 1-6)* - Mr. Chris Ayuoyi/SAC**
- o Administration Block
 - Registrar’s Department
 - Admissions Office
 - Finance Department
 - Vice Chancellor’s Office
 - o Contracted Transport Office
 - o Recreational Center
 - o Health Center
 - o School of Humanities & Social Sciences
 - o Chandaria School of Business
 - o Science Center
 - o Freida Brown Student Center
 - o Counselling/Career Center
 - o Student Affairs Building
 - o Lillian K. Beam Building & the Old Computer Lab
 - o Classrooms

DAY 2: WEDNESDAY, 3RD MAY 2017

- 8.00 – 8.15 a.m. - Performance by Clubs
- 8.15 – 8.30 a.m. - Day’s briefing - *Dean of Students*
- 8.30 – 10.45 a.m. - **Student Life on Campus (Auditorium)**
- Student Affairs Department - *Amb./Prof. Ruthie Rono (25 Mins)*
 - Housing - *Mr. Michael Kisilu (10 Mins)*
 - Exchange Programs - *Ms. Kellen Njagi (10 Mins)*
 - Financial Aid - *Mr. Wilson Komba (10 Mins)*
 - Student Activities - *Mr. Bonfās Salano(15 Mins)*
 - Counseling - *Mrs. Lucy Kung’u (15 Mins)*

Registration of students going for the city tour taking place after this

- 10.45 – 11.15 a.m. - **Tea Break**
 11.15 – 12.45 p.m. -Drug Awareness Talk/HIV & AIDS Talk (*Auditorium*) – *Mrs. Lucy Kung’u*
12.45 – 1.45 p.m. -LUNCH BREAK & ID PROCESSING
1.45 -5.00 p.m. - IST Placement Test

<i>Time</i>	<i>Group Red</i>	<i>Group Blue</i>
1.45 -3.00 p.m.	IST Placement (Lillian K. Beam Building, Lab 1 to 5) - (<i>Mr. Dalton Ndirangu</i>)	Payment of Fees
3.15-5.00 p.m.	Payment of Fees	IST Placement (Lillian K. Beam Building, Lab 1 to 5) – (<i>Mr. Dalton Ndirangu</i>)

***** Please note that late comers will not be allowed into the examination room.**

DAY 3: THURSDAY, 4TH MAY 2017

- 8.00 -8.30 a.m. - Performance by clubs
 8.30 – 8.40 a.m. - Day’s briefing - *Dean of Students*
 8.40 – 9.20 a.m. - Academic Information - *Registrar*
- o Registration Status
 - o Academic Records
 - o Grade Reports
 - o Class Levels
 - o Course Loads
 - o Leave of Absence
 - o Add/drop & its implications
- 9.20– 09.40 a.m. - Academic Life on Campus
Amb. Prof. Ruthie Rono (DVC - Academic & Student Affairs)
- o Academic Programs
 - o Faculty
 - o Learning Resources
 - o The Role of DVC’s /Deans/ Faculty/Principal Academic Advisors
 - o Academic Code of Conduct
- 09.40 – 10.00 a.m. - Health Programs - *Senior Clinical Officer*
 10.00 – 10.20 a.m. - **Tea Break**
 10.20 – 10.50 a.m. - Fees and other financial matters – *Ag. Director of Finance*
 10.50 – 11. 20 a.m. - ICT Orientation - *Dr. Paul Okanda*
 11.20 – 11.40 a.m. - Security/Safety - *Mr. David Ayora*
 11.40 – 12.00 p.m. - Library Talk - *Dr. Sylvia Ogola*
 12.00 – 12.20 p.m. - Student Welfare Matters - *SAC welfare Rep.*
 12.20 – 1.00 p.m. Library Tour -*Ms. Damiana Kiilu*
01.00 – 2.00 p.m. - LUNCH BREAK/ID PROCESSING
 02.00 – 2.30 p.m. - All Students – Introduction to Life Skills -*Mrs. Lucy Kung’u*

- 02.30 – 5.00 p.m. - Group discussions on Life Skills *-Mrs. Lucy Kung'u*
- Peer Pressure
 - Time management and Goal setting
 - Communication
 - Relationships
 - Culture and dressing
 - Managing academics
- Group Allocation – *In charge Mr. Robert Onarigo*
- 3.00. - 5.00 p.m. - Orientation meeting for international Students. (Lecture Theater 1)
- (Ms. Kellen Njagi/Ms. Ruth Kiguta/ Mr. Patrick Mulindi/Mr. David Ayora)*
- Pupil's Pass
 - Money Issues
 - Excursions
 - Food
 - Global Networking Club
 - International Students Handbook

DAY 4: FRIDAY: 5TH MAY 2017

TIME	ALL STUDENTS
8.10 – 9.00 a.m.	ICT Practical Orientation - <i>Dr. Paul Okanda, ICT Director</i>
9.00 – 9.30 a.m.	Orientation to the General Education Program at USIU- Africa (Dr. Margaret Munyae)
9.30 – 10.45 a.m.	Meeting with Deans and Faculty <ul style="list-style-type: none"> • School of Humanities & Social Sciences – <i>Lecture Theater 1</i> • Chandaria School of Business – <i>Auditorium</i> • School of Science & Technology – <i>Lecture Theater 5.</i>
10.45 – 11.00 p.m.	TEA BREAK
11.00 – 1.00 p.m.	Course Advising (Chandaria School of Business - Classrooms B1, B2, B3, B4, B5, LT1,2, 5 & 6) **Issue orientation surveys ** Issue of flash disks (Contains the Catalogues and Student Handbook) – SAC/Orientation Committee
1.00– 1.30 p.m.	LUNCH BREAK
1.30 – 5.00 p.m.	All students - Registrar Fee Clearance, Registration, Fee clearance, Collection of student ID Cards (Lillian K. Beam Building - Lab 1,2,3,4 and 5) Biometric Registration and Collection of course texts (Library) **Kindly confirm your clearance status with the Finance Office in preparation for registration.

****Issuing of IDs will be done outside Lillian K. Beam Building after registration.**

****9.30 a.m. and 4.30 p.m. Issuance, filling and collection of orientation surveys**

DAY 5: SATURDAY 6TH MAY, 2017

09.00 – 5.00 p.m. - Tour of Nairobi for International students and those from outside Nairobi
(optional for those from outside Nairobi)

Please Note:

- Students to collect course texts after full financial clearance.
- Evaluation questionnaires **MUST** be handed in after registration.
- Collection of IDs (In front of Lillian K. Beam Building), user accounts activation (computer lab), Biometric Registration (Library) will be continuous **for only** those who are through with specific sessions on the program.
- All students **must ensure that they** have their IDs, catalogues and Student Handbooks and have activated their e-mail accounts by the end of the orientation.
- The term “*First-time Freshmen*” refers to students who have not gone beyond high school education.
- The “Freshmen welcome” will be held on 19th May 2017 from 09.00 a.m. to 5.00 p.m.
- Orientation and Tour for International Students and students from outside Nairobi on 6th May 2017.
- Please register for this tour on Wednesday after the Group discussions.
- Kindly confirm your clearance status with the Finance Office in preparation for registration.

USIU-AFRICA ALMA MATER

THOU REIGNETH ALONE*2 (Lead)

Oh USIU of Africa

... Our Alma Mater dear

We'll crown thee fairest mater

Our school we love so dear

For thee we'll ever labor

To keep thee on thy throne

Oh USIU of Africa.....

Thou reigneth alone *2

Oh USIU of Africa

Our Alma Mater dear

We'll cherish all thy precepts

Your touch will ever bourn

Oh USIU of Africa.....

We love you our own*2

Oh USIU of Africa

Our Alma Mater dear

We'll never forget thee Mater

Your name we love so dear

The noble lives of those who served

To guide us on our way

Oh USIU of Africa.....

God Bless you

We pray*2