



UNIVERSITY OF EMBU

OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMICS, RESEARCH AND EXTENSION)

REGISTRATION AND ORIENTATION PROGRAMME FOR THE SEPTEMBER, 2022 INTAKE

DAY	TIME	ACTIVITY	VENUE	PROGRAMME DIRECTOR
Day 1, Monday 29 th August, 2022	6:00 a.m. – 7:00 p.m.	ARRIVAL <ul style="list-style-type: none"> Luggage Deposited at the Luggage Area. 	ABH 01, ABH 02 & ABH 05	Chief Security Officer
	7:00 a.m. – 5:00 p.m.	INFORMATION DESK <ul style="list-style-type: none"> Provision of Relevant Information to Students and Guardians Issuance of Registration Documents to Students. Announcements 	Car Park - Behind ABH 04	Head of Admissions
		PHYSICAL REGISTRATION STEP 1: CONFIRMATION OF ONLINE REGISTRATION STATUS <ul style="list-style-type: none"> Confirm Whether the Students Have Filled their Personal Details Online Through a Link Sent to them Through their Student Email Addresses. STEP 2 IDENTIFICATION, VERIFICATION OF DOCUMENTS AND BIOMETRIC REGISTRATION <ul style="list-style-type: none"> Presentation and Verification of the Filled in Reporting Form, Admission Letter, Original and Copies of Certificates/Result Slip & National I.D./ Birth Certificate. Recording of Biometric Data for Registration STEP 3: CONFIRMATION OF FEE PAYMENT <ul style="list-style-type: none"> Submission of Fee Deposit Slips/Confirmation of MPESA Message STEP 4: VERIFICATION OF MEDICAL RECORDS	ABH 04	



		<ul style="list-style-type: none"> Handing in of Doctor's Report & Student Details Form <p>STEP 5: UNIVERSITY IDENTITY CARDS</p> <ul style="list-style-type: none"> Issuance of Student Identity Cards (IDs) <p>STEP 6: ACCOMMODATION CLEARANCE</p> <ul style="list-style-type: none"> Handing in of Accommodation Declaration Form. 		
Day 2, Tuesday 30 th August, 2022	9:00 a.m. –12:00 noon	<p>Meeting with Heads of Sections and UESA Officials</p> <ul style="list-style-type: none"> Head of Admissions Head of Finance Head of ICT Head of Health Services Head of Accommodation Head of Catering Chief Security Officer Librarian UESA Officials 	University Sports Field	Dean of Students
	12:00 P.M. – 2:00 P.M.	HEALTH BREAK		
	2:00 p.m. – 4:00 p.m.	<p>Meeting with Coordinators and Directors</p> <ul style="list-style-type: none"> Coordinator, Sports and Games Coordinator, Timetabling and Teaching programmes Director, Academic Quality Assurance Director, University Examinations Director, Board of Postgraduate Studies Director, Open and Distance eLearning Director, Practicum Placement 	University Sports Field	Dean of Students
Day 3, Wednesday 31 st August, 2022	Meeting with the Deans of Schools and Chairmen of Departments:			
	8:30 a.m. - 10:00 a.m.	School of Agriculture (SoA)	ABH 01	Dean, SoA
		School of Business (SBE)	Charter Hall (CH)	Dean, SBE
		School of Pure and Applied Sciences (SPAS)	University Sports Field	Dean, SPAS
		School of Law (SoL)	ABH 21	Dean, SoL
	10:00 a.m. – 11:30a.m.	School of Education (SESS)	University Sports Field	Dean, SESS
		School of Nursing (SoN)	ABH 02	Dean, SoN
11:30 a.m. – 12:30 p.m.	Introduction to Blended Teaching & Learning and Sensitization on Online Unit Registration & Biodata Update for SPAS Students	Computer Labs	Director, ODeL & Head of ICT	



	12:30 P.M. – 2:00 P.M.	HEALTH BREAK		
	2:00 p.m. – 3:00 p.m.	Introduction to Blended Teaching & Learning and Sensitization on Online Unit Registration & Biodata Update for SoA, SoN and SoL Students	Computer Labs	Director, ODeL & Head of ICT
	3:00 p.m. – 4:00 p.m.	Introduction to Blended Teaching & Learning and Sensitization on Online Unit Registration & Biodata Update for SBE Students	Computer Labs	Director, ODeL & Head of ICT
	4:00 p.m. – 5:00 p.m.	Introduction to Blended Teaching & Learning and Sensitization on Online Unit Registration & Bio Data Update for SESS students	Computer Labs	Director, ODeL & Head of ICT
Day 4, Thursday 1 st September, 2022	8:30 a.m. – 10:30 a.m.	Interfaith Service	University Sports Field	University Chaplain
	11:00a.m. – 1:00 p.m.	Vice-Chancellor’s Address	University Sports Field	Senior Assistant Registrar, VC’s Office
	1:00 P.M. – 2:00 P.M.	HEALTH BREAK		
	2:30 p.m. – 3:30 p.m.	HELB Sensitization	University Sports Field	Deputy Dean of Students
Day 5, Friday 2 nd September, 2022	9:00 a.m. – 12:00 p.m.	Sensitization Session <ul style="list-style-type: none"> • Customer Relations and Complaints Resolution Committee • Gender Mainstreaming • Alcohol & Drug Abuse • Safety & Security • Road Safety • National Values • Ethics & Anti-Corruption • Mentorship and Dress Code • Disability Mainstreaming • HIV/AIDS & Related Health Matters Sensitization 	University Sports Field	Dean, SoA
Monday 5 th September, 2022	LECTURES BEGIN			

