



UNIVERSITY OF NAIROBI

ORIENTATION OF FIRST YEAR STUDENTS, 2015/2016 ACADEMIC YEAR

1. PREAMBLE:

The University of Nairobi wishes to take this early opportunity to congratulate and welcome all the students who have been selected for the various degree programmes at the premier university, the University of Nairobi.

In order to give each one of you time to settle down and adjust to the (new) life with ease, the University of Nairobi has dedicated one week of orientation into the various aspects that would form part of your lifestyle for the period of stay at the university.

The orientation of new students joining the University is done in order to, *inter alia*:-

- i) Acquaint the students with the University policies and procedures.
- ii) Help the students adjust to the new life at the University
- iii) Introduce the students to Senior Officials of the University
- iv) Familiarize the students with the facilities and amenities available in the University, which include but not limited to:-
 - a) Academic facilities such as; Libraries, Lecture Theatres, Laboratories, Bookstore etc.
 - b) Welfare facilities such as medical, counseling, accommodation, catering and games
 - c) Social activities, clubs and societies

The orientation will be to a large extent college based. Thus, students will be exposed in detail to the facilities in their respective colleges and campuses, and in general to those of the entire University.

2. HELP DESK

There will be a help desk set up at every registration point for assistance. The Admissions office will however serve as the central help desk and it's located at the **main campus on the first floor of the Administration Block.**

Tel. contacts: 020-318262 ext. 28213, 28280, 28285, 28705;

3. MEALS

All Dining Halls will be open from 10.30 a.m. to 8.00 p.m. on **DAY ONE** except for a one hour break between 3.00 p.m. and 4.00 p.m. Breakfast for the rest of the semester will be served from 6.00 a.m. to 8.00 a.m. All meals are served on **PAY- AS-YOU -EAT** (Cash) basis.

4. HALLS OF RESIDENCE

The Halls Officers/Custodians will be available to meet the students after registration in their respective halls as per the schedule shown in **Table 1**.

5. PHOTOGRAPHY

The university photographic unit in liaison with the ICT Centre and the respective College Registrars will be taking students photographs for preparation of students Identification Card at the registration centers. Please ensure that you are photographed before you proceed to your halls of residence. Thereafter, log on to the student portal to place your request for student ID as detailed in the Joining Instructions document JI/17. The IDs will be availed to the respective Deans'/Directors' offices once printed for your collection.

6. TRANSPORT

Each College is expected to avail a vehicle for ferrying their students as need may arise. However, the following vehicles from the transport section will be on standby throughout the orientation week as indicated in the schedule below.

	M/V REG. NO.	MAKE	LOCATION
1	KAR 315L	ISUZU BUS	MAIN CAMPUS
2	KAV 080E	MINIBUS	MAIN CAMPUS/SWA HQs
3	KAR 005L	TOYOTA HIACE	MAIN CAMPUS
4	KBB 158S	TOYOTA HIACE	MAIN CAMPUS

In matters related to transport, the following officer(s) could be contacted:

1. Mr. G. H. Juma 0722178301
2. Mr. T. K. Tenai 0722473204

7. OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students is located on the ground floor of *Gandhi Wing (Main Campus)*. Officers in the Dean of students Office, among them counselors and the placement officer will be available during the orientation week and throughout the Academic Year for consultation and/or assistance that any student may require. Please refer to the Joining Instructions document JI/10 for more information.

Within colleges, the officers of the Dean of students' office may be consulted at the offices as shown below:-

College of Education & External Studies - Social Sciences Block

Lower Kabete Campus - Biashara Hall

College of Humanities & Social Sciences - Edu. Building, Main Campus

College of Agriculture & Veterinary Sciences - Games Office

College of Biological & Physical Sciences - Principal's office, Old mansion building

College of Health Sciences - Principal's annex office No.5

College of Architecture & Engineering - Deans Office, School of Engineering

Kenya Science Campus - Administration block

8. CHAPLAINCY

The University recognizes the need for services of a spiritual nature, over and above the other services offered. Our Chaplaincy is staffed by religious leaders (Protestant, Catholic and Muslim) and offers general support and guidance while also drawing attention to the spiritual value within the various faiths. The services of the Chaplaincy are open to the entire University Community. Some of these services and activities include guidance, conducting religious ceremonies, for instance, weddings, baptisms, burials, conducting regular worship services, hosting seminars and workshops, and coordinating religious activities at the University.

The University Chaplaincy is located in Gandhi Wing Main Campus.

9. PROGRAMME FOR THE ORIENTATION WEEK

DAY ONE: MONDAY SEPTEMBER 15, 2014

ARRIVAL AND REGISTRATION

On arrival, students will be expected to register with their respective Faculties/Schools/Institutes. Registration will commence at 8.00 a.m as follows;-

TABLE 1: REGISTRATION SCHEDULE

FACULTY/ SCHOOL/ INSTITUTE	DEGREE PROGRAMME	REGISTRATION CENTRE	HALLS OF RESIDENCE
Faculty of Agriculture	B. Sc. (Agriculture) B. Sc. (Food Science and Technology) B. Sc. (Food Nutrition and Dietetics) B. Sc. (Agribusiness Management) B. Sc. Agricultural Education and Extension) B. Sc. (Horticulture) B. Sc. (Range Management) B. Sc. (Management of Agro-Ecosystems & Env.)	Upper Campus. building	Kabete 8-4-4
Faculty of Veterinary Medicine	Bachelor of Veterinary Medicine B.Sc. (Fisheries & Aquaculture Management) Bachelor of Science (Wildlife Management) B.Sc. (Leather Technology)		
School of The Arts and Design	Bachelor of Arts (Design)	ADD Building, off State House Road	Male - Mamlaka Female-Womens Hall (Box)
School of The Built Environment	Bachelor of Architectural Studies/Bachelor of Architecture Bachelor of Real Estate Bachelor of Arts (Planning) Bachelor of Construction Management Bachelor of Quantity Surveying	ADD Building, off State House Road	Male - Mamlaka Female-Womens Hall (Box)

School of Engineering	B. Sc. Civil (Engineering) B.Sc.(Electrical & Electronic Engineering) B.Sc.(Mech. Engineering) B.Sc.(Geospatial Engineering) B.Sc (Env. & Biosystems)	Civil Engineering Block (Main Campus).	Male - Mamlaka Female -Womens Hall (Box)
Schools of Medicine	Bachelor of Medicine and Bachelor of Surgery B.Sc. (Biochemistry) B.Sc. (Medical Lab. Science & Technology)	Chiromo Campus (Vet. Physiology /Biochemistry. Block).	Male - Mamlaka Female - Upper State House Road Units
School of Pharmacy	Bachelor of Pharmacy		
School of Dental Sciences	Bachelor of Dental Surgery		
School of Nursing Sciences	B. Sc. (Nursing)		
Schools of Physical Sciences	Bachelor of Science (B. Sc.) B. Sc. (Geology) B. Sc. (Meteorology) B. Sc. (Industrial Chemistry) B.Sc.(Microprocessor Tech. and Instrumentation) B.Sc.(Astronomy and Astrophysics) B. Sc. (Chemistry)	Chiromo Campus (Physical Science block)	Male - Mamlaka Female - Upper State House Road Units
School of Mathematics	B. Sc. (Actuarial Science) B. Sc. (Mathematics) B. Sc. (Statistics)		
School of Biological Sciences	B. Sc. (Biology) B.sc. (Microbiology & Biotechnology) B. Sc. (Env. Conservation & Natural Resources)		
School of Computing & Informatics.	B. Sc. (Computer Science)		
School of Education	B. Ed. (Arts) B.Ed. (Early Childhood Ed.) B.Ed. (Phy. Ed.& Sports) B. Ed. (Science) B. Ed. (ICT)	Kikuyu Campus. Kenya Science Campus	Kikuyu Campus Kenya Science Campus

HELPLINE(S)

Students who may face difficulties in locating the registration centers should get in touch with the office of the Academic Registrar, the respective College Registrars or Dean of Students/Assistant Deans of Students on the contacts shown below:

OFFICE	CONTACT	TEL:	EMAIL
Academic Registrar	Deputy Registrar (Admissions)	318262 Ext 28213/28285/28280/28705	reg-academic@uonbi.ac.ke; admissions@uonbi.ac.ke
CAVS	College Registrar	0731603475; 0717542186	registrar-cavs@uonbi.ac.ke
CAE	College Registrar	0721257746	registrarcae@uonbi.ac.ke
CBPS	College Registrar	0202139244; 0775239244	registrar-cbps@uonbi.ac.ke
CEES	College Registrar Kenya Science Campus	0703634415; 0202527161 0727211426	registrar-cees@uonbi.ac.ke
CHS	College Registrar	2726300 ext 43003	registrar-chs@uonbi.ac.ke
CHSS	College Registrar	318262 ext28099;28065;	registrar-chss@uonbi.ac.ke
Dean of Students	Dean of Students	0202318954 RM 3	dean-students@uonbi.ac.ke
Assistant Dean of Students, CAE	Margaret Mumera	0734658108 0714302360	Margaret.mumera@uonbi.ac.ke
Assistant Dean of Students CHS	Cleophas Waema	Tel:2726300 Ext. 44001	m.waema@uonbi.ac.ke
Assistant Dean of Students CAVS	Margaret Mwangi	TEL:3592734/5/6/7/8/9	margym@yahoo.com
Assistant Dean of Students CBPS	Ms. Nyawira Kuria	TEL:4442121 next to the principal office	susan.mukami@uonbi.ac.ke
Assistant Dean of Students CEES	Mrs. Susan Thuo	TEL: 2500759/60/61 ext. 27750 SS13/SS5	gwairimu@uonbi.ac.ke

DAY TWO: TUESDAY SEPTEMBER 16, 2014

6.45 a.m	-	9.00 a.m.	-	BREAKFAST
9.00 a.m	-	12.00 noon	-	Students to continue with Registration in their respective Colleges/campuses
12.30 p.m	-	2.00 p.m.	-	LUNCH BREAK
2.00 p.m.	-	4.00 p.m	-	Students to continue registration in their respective colleges/campus

DAY THREE: WEDNESDAY SEPTEMBER 17, 2014

6.45 a.m	-	9.00 a.m	-	BREAKFAST
9.00 a.m.	-	1.00 p.m	-	Address by Principals, Deans/Directors of Faculties/Institutes/Schools, Chairmen of Departments, Officials from Students Welfare Authority and University Health Services (<i>College Registrars to Coordinate</i>)
1.00 p.m	-	2.00 p.m	-	LUNCH BREAK
2. 00 p.m	-	5.00 p.m	-	Registration of courses to commence at respective Faculties/Institutes/Schools and Departments.
5.00 p.m.	-	7.00 p.m.	-	HIV/AIDS Sensitization Drama at Upper Kabete campus.

DAY FOUR: THURSDAY SEPTEMBER 18, 2014

6.45 a.m.	-	8.30 a.m.	-	BREAKFAST
9.00 a.m.	-	11.30 a.m.	-	Students to be addressed by the University Officials (See Annexure A)
				Venue: Taifa Hall
11.30 a.m.	-	12.45 p.m.	-	Sensitization on HIV/AIDS endemic and VCT Services by the VCT Centre, UHS.

- Address by National Agency for the Campaign Against Drug Abuse (*NACADA*).
- 12.45 p.m. - 2.00 p.m. - **LUNCH BREAK**
- 2.00 p.m. - 4.00 p.m. - **Vice-Chancellor's address**
- 5.00p.m. - 7.00 p.m. - HIV/AIDS Sensitization Drama
At Chiromo and Kenya Science Campus

NB: Each college is expected to make transport arrangements to ferry students to and from main campus for the Vice Chancellors address.

DAY FIVE: FRIDAY SEPTEMBER 19, 2014

- 6.45 a.m. - 8.30 a.m. - **BREAKFAST**
- 9.00 a.m. - 1.00 p.m. - Students to be given library orientation in the colleges/campuses as follows:-

FACULTY/SCHOOL/INSTITUTE	LIBRARY
Agriculture	Upper Kabete Library
Built Environment; Arts and Design	A.D.D. Library
Engineering	Jomo Kenyatta Memorial Library
Mathematics; Physical Sciences; Biological Sciences; Medicine (Including Biochemistry students); Pharmacy; Dental Sciences; Veterinary Medicine; Computing and Informatics, Nursing Sciences	Chiromo Library
Education i) B. Ed. (Arts), B.Ed. (Early Childhood Ed.), B. Ed. (Phy. Ed.& Sports)	Kikuyu Library
ii) Bachelor of Education(Science), B. Ed. (ICT)	Kenya Science Campus Library

- 1.00 p.m. - 2.00 p.m. - **LUNCH BREAK**
- 2.00 p.m. - 5.00 p.m. - Students to continue with course Registration at their respective Faculties/Institutes/Schools
- 5.00 p.m. - 7.00 p.m. - HIV/AIDS Sensitization Drama at the Main Campus

DAY SIX: SATURDAY 20, 2014

6.45 p.m.	-	8.30 a.m	-	BREAKFAST
8.30 a.m	-	12.00 noon	-	Games and Sports at various Campuses.
1.00 p.m.	-	2.00 p.m.	-	LUNCH
2.00p.m.	-	5.00 p.m.	-	Continuation of Games and Sports. <i>Director, Games and Sports to Co-ordinate</i>
4.30 p.m.	-	6.30 p.m.	-	HIV/AIDS Sensitization Drama at Kikuyu Campus.
6.30 p.m.	-	7.30 p.m.	-	SUPPER
7.30p.m.	-	11.00 p.m.	-	Entertainment at various campuses. <i>To be coordinated by Dean of students’ Office in liaison with College Registrars.</i>

DAY SEVEN: SUNDAY SEPTEMBER 21, 2014

6.45 a.m.	-	8.30 a.m.	-	BREAKFAST
9.00 a.m.	-	12.00 noon	-	Students may attend church services of their denominations.
12.00 p.m.	-	2.00 p.m.	-	LUNCH
3.00 p.m.	-	5.00 p.m.	-	Own time management
6.00 p.m.	-		-	SUPPER

END OF ORIENTATION

MONDAY SEPTEMBER 22, 2014

8.00 A.M. **Lectures begin. All students to start attending lectures as
per the Teaching Timetables.**

ADDRESS BY UNIVERSITY OFFICIALS

The following Senior University Officials will address the students during the orientation week on *Thursday September 18, 2014 in Taifa Hall* as follows:

Morning : 9.00a.m – 11.30 a.m.

Academic Registrar

Dean of Students

Registrar (Ag.), Student affairs

Registrar (Ag.), RP & E

Special Students Advisor

Director, Sports and Games

Chief Security Officer

Finance Officer

Planning Registrar

Administration Registrar

Director, Library and Information Services

Chief Medical Officer

Chief Legal Officer

Chairman, Time-tabling Committee

Director, Students Welfare Authority

Managing Director, University of Nairobi Enterprises Services

Director, Centre for International Programmes and Links

Director, Board of Common Undergraduate Courses

Director, Information Communication & Technology Centre

Deputy Vice-Chancellor (Research, Production and Extension)

Deputy Vice-Chancellor (Administration and Finance)

Deputy Vice-Chancellor (Student Affairs)

Deputy Vice-Chancellor (Academic Affairs)

Afternoon: 2.00 p.m – 4.00 p.m

The Vice -Chancellor