

## Incoming Students orientation May 2015 intake: BACHELOR of Arts Degree in Project Planning and Management

The Department of Extra Mural Studies held a students' orientation exercise on the 29<sup>th</sup> of May 2015 for the BA Project Planning and Management May intake students.

The exercise led by the chairman, Extra Mural Department, Prof. Rambo and resident Lecturer Dr. Mbugua provided students adequate information about the University of Nairobi and more so, the BA program they are about to undertake. Also in attendance were; the Dean, School of Continuing and Distance Learning Prof. Kidombo, Associate Dean, Post Graduate Studies Prof. Gakuu, chief Librarian Kikuyu campus, Mr. Peter Matanje. Prof Kidombo and Prof Gakuu encouraged students to take advantage of the academic and non-academic programs in the university.

The main highlights of the presentations made during the orientation are; (presentations by Prof. Rambo and Dr. Mbugua)

Structure of the university: The University has 6 colleges covering diverse disciplines. The Bachelor of Arts Degree in Project Planning and Management is under the College of Education and External Studies (Kikuyu Campus), School of Continuing and Distance Learning, Department of Extra Mural Studies.

Course Registration: students are required to register online for all courses. The university has an easy to understand SMIS portal where students are required to register within the first 4 weeks of the semester. Support staff conducted a demonstration on how students can effectively complete registration procedures and use the students' portal in future to check timetables, fee payments, register for courses in subsequent semesters and check results after exams.

Classes: The incoming students will take evening (6pm-8pm) and weekend classes. Classes will be held in different lecture Halls as indicated on the timetable.

Fee structure and No. of Units: Fee structures were provided to all incoming students and students were advised on how to make payment for the courses. The maximum number of units a student can take in a semester is 6 with a minimum of 2 units.

University Resources: The University has a series of 14 libraries accessible to all students. Mr. Peter Matanje promised to organize a trip for the BA students to tour the Library in Kikuyu Campus. The university also has well equipped computer labs, internet access via Wi-Fi, hostels and student buses.

The management and staff of the University of Nairobi, College of Education and External Studies welcomes the May intake students to the University and wish them the very best in the studies.