



# UNIVERSITY OF NAIROBI

## ORIENTATION OF FIRST YEAR STUDENTS, 2013/2014 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.

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; Lecture Theatres, Laboratories, Libraries, 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.

	<b>M/V REG. NO.</b>	<b>MAKE</b>	<b>LOCATION</b>
1	KAR 315L	ISUZU BUS	MAIN CAMPUS
2	KAH 736M	MITSUBISHI	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 who include 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.

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 MAY 20, 2013**

### 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**

<b>FACULTY/ SCHOOL/ INSTITUTE</b>	<b>DEGREE PROGRAMME</b>	<b>REGISTRATION CENTRE</b>	<b>HALLS OF RESIDENCE</b>
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 & Environment)	<b>Upper Kabete Campus. 8-4-4 building</b>	Upper Kabete Campus
Faculty of Veterinary Medicine	Bachelor of Veterinary Medicine B. Sc. (Wildlife Management) B.Sc. (Fisheries & Aquaculture Management) B.Sc. (Leather Technology)	Upper Kabete Campus. (PHPT Lecture Hall)	Upper Kabete Campus
School of The Arts and Design	Bachelor of Arts (Design)	ADD Building, off State House Road	<b>Male - Mamlaka Female-Womens Hall (Box)</b>
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	<b>Male - Mamlaka Female-Womens Hall (Box)</b>

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).	<b>Male</b> - Mamlaka <b>Female</b> -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).	<b>Male</b> - Mamlaka <b>Female</b> - 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)	<b>Male</b> - Mamlaka <b>Female</b> - 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. (Microbio. & Biotech.) 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. (Physical Ed. & Sports) B. Ed. (Science) B. Ed. (ICT)	Kikuyu Campus.  Kenya Science Campus	Kikuyu Campus Kenya Science Campus
Faculty of Arts	Bachelor of Arts (B.A)	Education Building (FOYER) Main Campus	<b>Male</b> - Upper state House Road Units
School of Economics	Bachelor of Economics Bachelor of Economics and Statistics	Education Building (FOYER) Main Campus	<b>Female</b> -Womens Hall (Box)
School of Business	Bachelor of Commerce (B. Com)	Lower Kabete Campus – Biashara Hall	Lower Kabete Campus
School of Law	Bachelor of Laws (LL.B)	Parklands Campus-Sheria Hall	Lower Kabete Campus
Institute of African, Anthropology and Gender Studies	Bachelor of Arts (Anthropology)	Education Building (FOYER) Main Campus	<b>Male</b> - Upper state House Road Units <b>Female</b> -Womens Hall (Box)

### HELPLINE(S)

Students who may face difficulties in locating the registration centers should get in touch with the office of the Academic Registrar or the respective College Registrars' Offices on the contacts shown below:

OFFICE	CONTACT	TEL:	EMAIL
<b>Academic Registrar</b>	Deputy Registrar (Admissions)	318262 Ext 28213/ 28285/28280/28705	reg-academic@uonbi.ac.ke; admissions@uonbi.ac.ke
<b>CAVS</b>	College Registrar	0731603475; 0717542186	registrar-cavs@uonbi.ac.ke
<b>CAE</b>	College Registrar	0721257746	registrar-cae@uonbi.ac.ke
<b>CBPS</b>	College Registrar	0202139244; 0775239244	registrar-cbps@uonbi.ac.ke
<b>CEES</b>	College Registrar Kenya Science Campus	0703634415; 0202527161 0727211426	registrar-cees@uonbi.ac.ke
<b>CHS</b>	College Registrar	2726300 ext 43003	registrar-chs@uonbi.ac.ke
<b>CHSS</b>	College Registrar	318262 ext28099;28065;	registrar-chss@uonbi.ac.ke

**DAY TWO: TUESDAY MAY 21, 2012**

6.45 a.m	-	9.00 a.m.	-	<b>BREAKFAST</b>
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.	-	<b>LUNCH BREAK</b>
2.00 p.m.	-	4.00 p.m	-	Students to continue registration in their respective colleges/campus
5.00p.m.	-	7.00 p.m.	-	HIV/AIDS Sensitization Drama at Lower Kabete Campus.

**DAY THREE: WEDNESDAY MAY 22, 2013**

6.45 a.m	-	9.00 a.m	-	<b>BREAKFAST</b>
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	-	<b>LUNCH BREAK</b>
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 MAY 23, 2013**

6.45 a.m.	-	8.30 a.m.	-	<b>BREAKFAST</b>
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 ( <i>NACADA</i> ).
12.45 p.m.	-	2.00 p.m.	-	<b>LUNCH BREAK</b>
2.00 p.m.	-	4.00 p.m.	-	<b>Vice-Chancellor's address</b>
5.00p.m.	-	7.00 p.m.	-	HIV/AIDS Sensitization Drama at Parklands 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 MAY 24, 2013**

6.45 a.m.	-	8.30 a.m.	-	<b>BREAKFAST</b>
9.00 a.m.	-	1.00 p.m.	-	Students to continue with course Registration at their respective Faculties/Institutes/Schools
1.00 p.m.	-	2.00 p.m.	-	<b>LUNCH BREAK</b>
2.00 p.m.	-	5.00 p.m.	-	Students to be given library orientation in the colleges/campuses as follows:-

<b>FACULTY/SCHOOL/INSTITUTE</b>	<b>LIBRARY</b>
Agriculture	Upper Kabete Library
Built Environment; Arts and Design	A.D.D. Library
Arts; Anthropology, Gender and African Studies; Economics and Engineering	Jomo Kenyatta Memorial Library
Law	Parklands Library
Mathematics; Physical Sciences; Biological Sciences; Medicine (Including Biochemistry students); Pharmacy; Dental Sciences; Biological Sciences; Veterinary Medicine; Computing and Informatics, Nursing Sciences	Chiromo Library
Education i) Bachelor of Education(Arts) ii) Bachelor of Education(Science)	Kikuyu Library Kenya Science Campus Library
Business	Lower Kabete library

5.00 p.m.	-	7.00 p.m.	-	HIV/AIDS Sensitization Drama at the Main Campus
-----------	---	-----------	---	---



**DAY SIX: SATURDAY MAY 25, 2013**

6.45 p.m.	-	8.30 a.m	-	<b>BREAKFAST</b>
8.30 a.m	-	12.00 noon	-	Games and Sports at various Campuses.
1.00 p.m.	-	2.00 p.m.	-	<b>LUNCH</b>
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.	-	<b>SUPPER</b>
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 MAY 26, 2013**

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

**END OF ORIENTATION**

**MONDAY MAY 27, 2013**

**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 May 23, 2013 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

University Librarian

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