

United States International University - Africa

UNDERGRADUATE

STUDENTS ORIENTATION PROGRAM

SUMMER SEMESTER 2016

INTRODUCTION

Welcome to USIU-Africa in Nairobi!

The new student orientation program for Summer Semester 2016 will take place on 3rd, 4th, 5th, 6th and 7th May, 2016. 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 Monday 2nd May, 2016 for those students who will have been officially accepted and paid for housing.

A special Orientation will also be held on Tuesday 3rd May, 2016 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 five 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 student who are employed 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 (on campus) 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, 3RD MAY 2016

- 8.00– 8.50 a.m.** - Arrival and registration of parents and new students at the Auditorium
Mr. Kisilu / SAC Welfare Committee get names of parents who wish to take campus tour/Short presentation by clubs.
- 8.50-9.00 am - Day's briefing **Dean of Students**
- 9.00 – 9.05 a.m. - USIU-Africa *Alma mater* **(SAC)**
- 9.05 – 9.20 a.m. - Welcome address by the Vice Chancellor.
- 9.20 -9.30am - Placement Exams – Ms. Magut/Mr. Afundi/Mrs. Okello
(New students to leave for Tea Break after this session)
Issue of flash disks (Contains the Catalogues and Student Handbook)
Mr. Salano/ Mr. Lumbasi /SAC
- 9.30 – 10.00 a.m. - **Tea Break – For Students Only (In-charge Mr. Ayuoyi/Salano/SAC)**

Concurrent events taking place

Student Orientation

TIME	GROUP RED	GROUP BLUE
10.00 – 11.15 a.m.	English Placement Exam (Composition) (Ms. Magut/SAC) (Venue B1 – B5 & LT 1 & 2)	English Placement Exam (Comprehension) (Ms. Magut /SAC) (Venue Lillian Beam bldg – Labs 1-5)
11.30 – 12.45 p.m.	English Placement Exam (Comprehension) (Ms. Magut /SAC) (Venue: Lillian Beam bldg- Labs1-5)	English Placement Exam (Composition) (Ms. Magut /SAC) (Venue CBS B1 – B5 & LT 1 & 2)

1.00 – 2.00 p.m. **Lunch**

- 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. Masinde, Registrar**
- Grade Reports
- 10.00 – 10.30 a.m. Student Academic Life - **Amb. Prof. Ruthie Rono, DVC, AA**
- 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&S

- 10.30 – 11.00 a.m. - **Tea Break – Parents / Guardians**
Parents Orientation* (*Continued*)
- 11.00– 11.20 a.m. - Fees and other financial matters - *Ms. Isabel Juma, Director of Finance*
- 11.20 -11.40 a.m. - Health Services - *Ms. Alice Wagura, Ag.Health Services Coordinator*
- Referrals
- Medical Insurance
- 11.40 -12.00 p.m. - Library Talk - *Dr. Sylvia Ogola, University Librarian*
- 12.00– 12.30 p.m. - Student Affairs - *Mrs. Asunda, DVC, 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. Ayuoyi /SAC/SPAC/ Ms. 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**
- 02.00 – 2.20 p.m. - Health Programs - *Ms. Alice Wagura, Ag.Health Services Coordinator*
- 2.20 – 3.00 p.m. - Fees and other financial matters – *Director, Finance & Administration*
- 3.00 – 3.20 p.m. - ICT Orientation - *Dr. Paul Okanda, DVC , ICT/CIO*
- 3.20 – 3.40 p.m. - Security/Safety - *Mr. David Ayora, Head of Security*
- 3.40 – 4.00 p.m. - Library Talk - *Dr. Sylvia Ogola, University Librarian*
- 4.00 – 4.10 p.m. - Student Welfare Matters - *SAC Welfare Representative*
- 04.10 – 5.00 p.m. - **Campus Tour** - for all New Students (*Groups 1-6*) - *Mr. Ayuoyi/ SAC*
- Administration Block
 - Registrar’s Department
 - Admissions Office
 - Finance Department
 - Vice Chancellor’s Office
 - Contracted Transport Office
 - Recreational Centre
 - Health Center
 - School of Humanities & Social Sciences
 - Chandaria School of Business
 - The Science Complex
 - Counselling/ Career Centre
 - Student Affairs Block
 - ICT Centre & the Main Computer Lab
 - Classrooms
 - Student Advising offices

DAY 2: WEDNESDAY, 4TH MAY 2016

- 8.00 – 8.15 - Performance by Clubs
- 8.15 – 8.30 a.m. - Day's briefing - *Dean of Students*
- 8.30 – 10.30 a.m. - **Student Life on Campus (Auditorium)**
- Student Affairs Department - *Mrs. Asunda (25 mins)*
 - Housing - *Mr. Kĩsilu (10 Mins)*
 - Exchange Programs - *Kellen Njagi (10 Mins)*
 - Financial Aid - *Mr. Komba (10 Mins)*
 - Student Activities - *Mr. Kimani (15 Mins)*
 - Counseling - *Mrs. Kung'u (15 Mins)*
 - Placement & Career Services - *Ms. Bogonko (15 Mins)*

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

- 10.30 – 10.45 a.m. - **Tea Break**
- 10.45 – 11.45 p.m. - Drug Awareness talk/HIV & AIDS Talk (*Auditorium*) – *Mrs. Kungu, Head of CS*
- 11.45 – 12.15 - ICT Orientation Demo Session – Dr. Paul Okanda
- 12.30 -5.00 p.m. - IST placement test

<i>TIME</i>	<i>RED</i>	<i>BLUE</i>
12.30 -2.00 p.m.	IST Placement (ICT Centre, Lillian Beam Bld., Lab 1 to 5) - (Mr. Afundi)	Submission of photos for ID processing, Fees Clearance
3.15-4.45 p.m.	Submission of photos for ID processing, Fees Clearance	IST Placement (ICT Centre, Lillian Beam Bld., Lab 1 to 5) – (Mr. Afundi)

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

DAY 3: THURSDAY, 5TH MAY 2016

- 8.00 -8.30 a.m. - Performance by clubs
- 8.30 – 8.40 a.m. - Day's briefing - *Dean Student Affairs*
- 8.40 – 9.20 a.m. - Academic Information - *Registrar's Office*
- 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 - AA*
- o Academic Programs
 - o Faculty
 - o Learning Resources
 - o The Role of DVC's /Deans/ Faculty/ Assistants to the Deans
 - o Academic Code of Conduct
- 9.40 – 10.00 a.m. - **BREAK**

- 10.00 – 10.30 a.m. - All Students – Introduction to Life Skills *-Mrs. Kung’u*
 10.30 – 1.00 a.m. - Group discussions on Life Skills *-Mrs. Kung’u*
- Peer Pressure
 - Time management and Goal setting
 - Communication
 - Relationships
 - Culture and dressing
 - Managing academics
- Group Allocation – *In charge Mr. Robert Onsarigo/Ronald Kimani*
- 11.00. - 1.00 p.m. - Orientation meeting for international Students. (LT 1)
(Kellen Njagi/Mr. Ayuoyi/Ruth Kiguta/ Mr. Mulindi/Mr. Ayora)
- Pupils Pass
 - Money Issues
 - Excursions
 - Food
 - Global Networking Club
 - International Students Handbook
- 01.00 – 2.00 p.m. - **LUNCH BREAK/ID PROCESSING**

******Concurrent events**

TIME	RED	BLUE
2.00 – 3.15 p.m.	Maths Placement Exam <i>(Mrs. Okello/SAC)</i> <i>(Venue: ICT Centre, Lillian Beam Bld., Lab 1 to 5)</i>	Library Tour <i>(Senior Librarian)</i>
3.30 – 4.45 p.m.	Library Tour <i>(Senior Librarian)</i>	Maths Placement Exam <i>(Mrs. Okello/SAC)</i> <i>(Venue: ICT Centre, Lillian Beam Bld., Lab 1 to 5)</i>

DAY 4: FRIDAY: 6TH MAY 2016

TIME	ALL STUDENTS
8.15 – 9.30 a.m.	Meeting with Deans and Faculty <ul style="list-style-type: none"> • School of Humanities & Social Sciences – <i>LT 1</i> • Chandaria School of Business – <i>Auditorium</i> • School of Science & Technology – <i>LT5</i> • School of Pharmacy and Health Sciences – <i>LT6</i>
9.30 – 10.00 a.m.	TEA BREAK
10.00 – 11.30 p.m.	Course Advising (Rooms B1, B2, B3, B4, B5, LT1,2, 5 & 6) **Issue orientation surveys
11.30 – 5.00 p.m.	All students - Registrar’s Office Registration - (ICT Centre, Lillian Beam Bldg - Lab 1,2,3,4 and 5 Library biometric Registration /Email activation/ID processing & collection/Financial Clearance **Kindly confirm your clearance status with the Finance Office in preparation for registration.

****10.00 a.m. and 11.30 p.m. Issuance, filling and collection of orientation surveys**

DAY 6: SATURDAY 7TH MAY, 2016

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.
- ID Processing (Auditorium backroom), user accounts Activation (computer lab), Biometric Registration & PIN collection (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 13th May 2016 from 09.00 a.m. to 5.00 p.m.
- Orientation and Tour for International Students and students from outside Nairobi on 13th May 2016. 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