



UNIVERSITY OF NAIROBI

ORIENTATION PROGRAMME OF FIRST YEAR STUDENTS, 2021/2022 ACADEMIC YEAR – AT ALL FACULTIES

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, disability, accommodation, catering, sports and games and chaplaincy
 - c) Social activities, clubs and societies

The orientation will be to a large extent Faculty-based. Thus, students will be exposed in detail to the facilities in their respective Faculties and Campuses, and in general to those of the entire University.

2. HELP DESK & HELPLINES

There will be a help desk set up at every Faculty registration point for assistance.
Customer Experience Centre contacts: 0204910000, 0204914112

HELPLINES

Students who may face difficulties in locating the registration points should get in touch with the respective Faculty Registrars or Dean of Students/Assistant Deans of Students on the contacts shown below:

| OFFICE | CONTACT | TEL: | EMAIL |
|--|---------------------------------|---|--|
| Academic Registrar | Deputy Registrar, Admissions | 0204913199/ 3027/3065 | reg-academic@uonbi.ac.ke; admissions@uonbi.ac.ke |
| Faculty of Agriculture | Faculty Registrar | 020 491 6002 020 491 6008 | dean-fagric@uonbi.ac.ke |
| Faculty of Arts | Faculty Registrar | 020 491 3205 | dean-arts@uonbi.ac.ke |
| Faculty of The Built Environment and Design | Faculty Registrar | 020 491 3529/ 020 491 3528 | dean-fbe@uonbi.ac.ke |
| Faculty of Business and Management Science | Faculty Registrar | 020 491 9007/ 0724 200 311 | dean-business@uonbi.ac.ke |
| Faculty of Education | Faculty Registrar | 0721926366/ 0724 692 079 | dean-fed@uonbi.ac.ke assocdean-undergrad@uonbi.ac.ke |
| Faculty of Engineering | Faculty Registrar | 020 491 3503 | dean-feng@uonbi.ac.ke |
| Faculty of Health Sciences | Faculty Registrar | 020491 5005/ 020 491 5902/ 020 491 5007/ 020 491 5009/ 020 491 5064 | dean-fhs@uonbi.ac.ke deanmedic@uonbi.ac.ke dean-dental@uonbi.ac.ke den-pharmacy@uonbi.ac.ke nursing@uonbi.ac.ke |
| Faculty of Law | Faculty Registrar | 020 491 9516/ 020 491 9508 | dean-law@uonbi.ac.ke |
| Faculty of Science and Technology | Faculty Registrar | 020 491 8464/ 020 491 4102 | dean-fst@uonbi.ac.ke registrar-fst@uonbi.ac.ke |
| Faculty of Social Sciences | Faculty Registrar | 020 491 3235/ 020 491 3202 | dean-fss@uonbi.ac.ke |
| Faculty of Veterinary Medicine | Faculty Registrar | 020 491 6009 | dean-vet@uonbi.ac.ke |
| Dean of Students | Johns on Kinyua | 020491 8114/3132 | dean-students@uonbi.ac.ke counselor@uonbi.ac.ke |
| Asst. Dean of Students Counselor Faculty of Agriculture | Mrs. Hellen Omwenga | 0721 850 452 | homwenga@uonbi.ac.ke |
| Asst. Dean of Students Counselor Faculty of Arts | Mr. Samson Mutinda | 0725725263 | muindesam@uonbi.acke |
| Assistant Dean of Students Counselor, Faculty of Built Environment & Design | Mr. Michael Muthuiya | 0722294112 | muthuiya@uonbi.ac.ke |
| Ass. Dean of Students Counselor, Business & Management Sciences | Ms. Lucy Gakuya | 0722384210 | lucygakuya@uonbi.ac.ke |

| | | | |
|---|----------------------------|--------------|--|
| Assistant Dean of Students Counselor, Faculty of Education | Dr. Pamela Lunjalu | 0722387064 | pamlunjalu@uonbi.ac.ke |
| Assistant Dean of Student, Faculty of Engineering | Ms Catherine Gatwiri | 0720364925 | gatwircj@uonbi.ac.ke |
| Assistant Dean of Students, Counselor, Faculty of Health Sciences | Dr. Nyawira Kuria | 0746990917 | nyawira@uonbi.ac.ke |
| Asst. Dean of Students Counselor Faculty of Law | Dr. Thayu Njiiru wa Ngigi | 0727805888 | ngigi@uonbi.ac.ke |
| Assistant Dean of Students Counselor, Faculty of Science & Technology | Ms. Lucy Muthoni Kamau | 0725 683 419 | lucygitangu@uonbi.ac.ke |
| Assistant Dean of Students Counselor, Faculty of Social Sciences | Sr. (Dr.) Caroline Rukunga | 0715832777 | ckathira@uonbi.ac.ke |
| Asst. Dean of Students Counselor Faculty of Veterinary Medicine | Mrs. Hellen Omwenga | 0721 850 452 | homwenga@uonbi.ac.ke |

| STATION | NAMES | MOBILENO. | EMAIL ADDRESS |
|----------------|----------------|------------|--|
| Mombasa Campus | Fedema Mwikali | 0722790390 | fmmwikali@uonbi.ac.ke |
| Kisumu Campus | Mary Otieno | 0733293579 | otienom@uonbi.ac.ke |
| SWA HQs | Susan Thuo | 0721754706 | susan.mukami@uonbi.ac.ke |

3. MEALS

All Dining Halls will be open throughout. 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** Mpesa payment basis.

4. HALLS OF RESIDENCE

The Halls Officers/Custodians will be available to meet the students after registration in their respective halls.

5. PHOTOGRAPHY

Please ensure you scan your passport photograph and upload in the system. 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 your respective Faculty offices once printed for your collection.

6. TRANSPORT

Each Faculty 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.

| S.No. | M/V Reg. No. | Make | Location |
|-------|--------------|---------|---------------------|
| 1 | KAR 315L | Bus | Main Campus |
| 2 | KAV 080E | Minibus | Main Campus/SWA HQS |
| 3 | KAR 005L | Van | Main Campus |
| 4 | KBB 158S | Van | Main Campus |

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

1. 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 ***Mahatma Gandhi Wing (Main Campus) Room G8***. Officers in the Dean of Students Office, among them Counselors and the Career & 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 (Undergraduates) for more information.

Within Faculties, the officers of the Dean of Students' office may be consulted at the offices as shown below. The contact details of the officers are provided in 2 above

| S.NO | FACULTY | PHYSICAL LOCATION |
|------|-------------------------------|---|
| 1. | Dean of Students | Gandhi Wing Ground Floor, Rm G8 |
| 2. | Agriculture | Upper Kabete Campus, Next to SWS Offices |
| 3. | Arts | Gandhi Wing, 3 rd Floor, Rm 304 |
| 4. | Built Environment & Design | ADD 6 th Floor |
| 5. | Business & Management Science | Lower Kabete Campus, Old Admin. Block |
| 6. | Education | Kikuyu Campus – Admin Block Rm 15 Kenya Science Campus – Admin Block |
| 7. | Engineering | Faculty of Engineering, 2 nd Floor, Rm 223 |

| | | |
|-----|----------------------|--|
| 8. | Health Sciences | Kenyatta Hosp. Campus, Prefab (Near Library) Door 4 |
| 9. | Law | Parklands Campus, Block A Rm 6 |
| 10. | Science & Technology | Chiromo Campus, Deans Office |
| 11. | Social Sciences | Main Campus, Education Building, Ground Floor, Rm 9. |
| 12. | Veterinary Medicine | Upper Kabete Campus, Next to SWS Offices |

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. Students of different faiths are encouraged to observe their worship days freely as supported by the Chaplaincy.

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 Room G6.

The contacts are: 020491 8114/8116/8117/8118

9. DISABILITY SERVICES

Students with disability are requested to register with the Assistant Dean of Students at their respective Faculties for assistance.

The Office of the Dean of Students may be reached for support on the contacts provided on page 3 of this programme.

10. INTERNATIONAL STUDENTS

The University extends a warm welcome to its non-Kenyan student community and wishes them a pleasant stay and experience during the course of their studies. All students are required to register at their respective Faculties.

International students in need of support on matters of Student Pass/Visa, Accommodation, Fees and related matters may reach the Director of Corporate Affairs on the following contacts:

Telephone: 254 20491 3181/3193

Email: pr@uonbi.ac.ke, international@uonbi.ac.ke

11. PROGRAMME FOR THE ORIENTATION WEEK

WEEK 1:

DAY ONE: MONDAY SEPTEMBER 20, 2021

- Reporting and Registration

TABLE 1: REGISTRATION SCHEDULE

UNDERGRADUATE PROGRAMMES

| FACULTY | DEGREE PROGRAMME | REGISTRATION VENUE |
|--|---|--|
| 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) | 8-4-4 LECTURE HALL (UPPER KABETE CAMPUS) |
| Faculty of Arts | Bachelor of Arts (B.A) Bachelor of Arts in Library and Information Science | TAIFA HALL (MAIN CAMPUS) |
| Faculty of Built Environment & Design | Bachelor of Arts (Design) Bachelor in Interior Design 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 STATEHOUSE ROAD |
| Faculty of Business and Management Science | Bachelor of Commerce Bachelor of Project Planning and Management | BIASHARA HALL (LOWER KABETE CAMPUS) |
| Faculty of Education | Bachelor of Education (ARTS/ECE/PES) Bachelor of Education (SCIENCE/ICT) | KIKUYU CAMPUS – AVU LEARNING CENTER KENYA SCIENCE CAMPUS - UHURU HALL |
| Faculty of Engineering | B. Sc. Civil (Engineering) B.Sc.(Electrical & Electronic Engineering) B.Sc.(Mech. Engineering) B.Sc.(Geospatial Engineering) B.Sc (Env. & Biosystems) | FACULTY OF ENGINEERING – CIVIL ENGINEERING BLOCK |

| | | |
|-----------------------------------|--|--|
| Faculty of Health Sciences | Bachelor of Medicine and Bachelor of Surgery B.Sc. (Medical Lab. Science & Technology) Bachelor of Pharmacy Bachelor of Dental Surgery B. Sc. (Nursing) | PHYSIOLOGY/BIOCHEMISTRY BLOCK (CHIROMO CAMPUS) |
| Faculty of Law | Bachelor of Laws (LL.B) | FACULTY OF LAW (PARKLANDS CAMPUS – LECTURE THEATER) |
| Faculty of Science and Technology | 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) B. Sc. (Actuarial Science) B. Sc. (Mathematics) B. Sc. (Statistics) B. Sc. (Biology) B.sc. (Microbio. & Biotech.) B. Sc. (Env. Conservation & Natural Resources) B. Sc. Biochemistry B. Sc. (Computer Science) | PHYSICAL SCIENCE BLOCK (CHIROMO CAMPUS) MELLINIUM HALL I & II COMPUTING & INFORMATICS |
| Faculty of Social Sciences | Bachelor of Economics Bachelor of Economics and Statistics Bachelor of Arts (Anthropology) Bachelor of Arts in Journalism & Media Studies Bachelor of Arts in Broadcast Production Bachelor of Arts, Gender & Development Studies | 8-4-4 HALL EDUCATION II LECTURE THEATRE JOURNALISM HALL (MAIN CAMPUS) |
| Faculty of Veterinary Medicine | Bachelor of Veterinary Medicine B. Sc. (Wildlife Management) B.Sc. (Leather Technology) B.Sc. (Fisheries & Aquaculture Management) | CHIROMO CAMPUS – DEPARTMENT OF VET. ANATOMY AND PHYSIOLOGY LAB. |

POSTGRADUATE PROGRAMMES

For details/listing of Postgraduate programmes, please visit the respective Faculty websites and contact Faculty Registrars for assistance.

DAY TWO: TUESDAY SEPTEMBER 21, 2021

6.45 p.m. - 8.30 a.m. **BREAKFAST**

9.00 a.m. - 5.00 p.m.

Course registration in the Faculty/Department.

2.00 p m - 3.30 p.m

5.00 p.m. - 7.00 p.m. HIV/AIDS/ADAP/COVID-19 & any other topic
Sensitization at respective campuses.

DAY THREE: WEDNESDAY SEPTEMBER 22, 2021

6.45 p.m. - 8.30 a.m - **BREAKFAST**

9.00 a.m. - 1.00 p.m Address by Deans at respective Faculties

Deans of Faculties, Chairmen of Departments, (*Faculty Registrars to Coordinate*)

2.30pm - **Vice Chancellor Address (Virtual)**

Thereafter students to continue with Course Registration at their respective
Faculties/Departments

5.00 p.m. - 7.00 p.m. Life Skills sensitization at respective campuses.

DAY FOUR: THURSDAY SEPTEMBER 23, 2021

6.45 p.m. - 8.30 a.m - **BREAKFAST**

9.00 a.m. - 1.00 p.m. Library Orientation

Course registration in the Faculty/Department.

2.00 p m - 3.30 p m

5.00 p.m. - 7.00 p.m. Career Services, Skills & Talents
Sensitization at respective Campuses.

DAY FIVE: FRIDAY SEPTEMBER 24, 2021

6.45 p.m. - 8.30 a.m - **BREAKFAST**

9.00 a.m. - 1.00 p.m. - Course Registration continues at
the respective Faculties/
Departments

2.00 p.m. - 5.00 p.m. - Course Registration continues at
the respective Faculties/
Departments

5.00 p.m. - 7.00 p.m. - Talk on Reproductive Health
Sensitization at respective Campuses

DAY SIX: SATURDAY SEPTEMBER 25, 2021

6.45 p.m. - 8.30 a.m. - **BREAKFAST**

8.30 a.m. - 12.00 noon - **Sports and Games** at various
Campuses.

1.00 p.m. - 2.00 p.m. - **LUNCH**

2.00p.m. - 5.00 p.m. - Continuation of **Sports and
Games.**

*(Director, Sports and Games to
Co-ordinate)*

4.30 p.m. - 6.30 p.m. - HIV/AIDS/ADAP/COVID-19 & any
other topic
Sensitization at respective Campuses.

6.30 p.m. - 7.30 p.m. - **SUPPER**

7.30p.m. - 11.00 p.m. - Entertainment at various
campuses. *(To be coordinated by Dean of Students' Office in liaison with Faculty Registrars)*

DAY SEVEN: SUNDAY SEPTEMBER 26, 2021

6.45 a.m. - 8.30 a.m. - **BREAKFAST**

9.00 a.m. - 12.00 noon - Own time management

12.00 p.m. - 2.00 p.m. - **LUNCH**

3.00 p.m. - 5.00 p.m. - Own time management

6.00 p.m. - 7.30 p.m. - **SUPPER**

WEEK 2:

MONDAY 27 SEPTEMBER, 2021 - FRIDAY 1 OCTOBER, 2021

TRAINING ON ONLINE LEARNING

All new students are required to attend the training sessions. The schedule for the week is provided below.

UNIVERSITY OF NAIROBI

ICT CENTRE

FIRST YEAR'S ONLINE TRAINING SCHEDULE SEPTEMBER 2021

| DAY | TIME | PLATFORM | RESPONSIBILITY | TRAINEES | Training Link | Video Link | TRAINERS |
|---|----------------|--|-----------------------|-------------------------------------|----------------------|-------------------|--|
| Monday 27 th Sept. 2021 | 9.00- 11.00 AM | General ICT Services/ support and Help Desk system | DD, USS&M | First Year & Post Graduate Students | | | Lead Trainer: Owino Support Team: Musyoka |
| | 2.00 – 4.00 PM | SMIS - (Student Portal) | DD, MIS | First Year & Post Graduate Students | | | Lead Trainer Ms. Chebet Support MIS Team, Githaiga, Lumumba |
| Tuesday 28 th Sept. 2021 | 9.00 – 11.00PM | Google Classroom & Features | DD, USS&M | First Year & Post Graduate Students | | | Lead Trainer: Hada Support Team: Ngigi, Akomo |
| | 2.00 – 4.00 PM | Zoom & Features | DD, USS&M | First Year & Post Graduate Students | | | Lead Trainer: Wasonga Support team: Jane Wairimu, Bob Ogolla |
| Wednesday 29 th Sept. 2021 | 9.00 – 11.00AM | Microsoft Teams (Group 1) | DD, NIS | First Year & Post Graduate Students | | | Lead Trainer: Clifford Support Team: Wahome, Nyangena |
| | 11.30 – 1.00PM | Microsoft Teams (Group 2) | DD, NIS | First Year & Post Graduate Students | | | Lead Trainer: Tuka Support Team: Gathoni, Mulonzya |
| | 2.00 – 4.00PM | SOMAS | DD, USS&M | First Year & Post Graduate Students | | | Lead Trainer: Patricia Support Team: Tom Zyuki, Laban Ndegwa |

| | | | | | | | |
|-----------------------------------|-------------------|--|-----------------------|--|--|--|---|
| Thursday 30th Sept. 2021 | 9.00 – 11.00AM | ECLASS | DD, MIS | First Year & Post Graduate Students | | | Lead Trainer: Lwande Support Team: Kariuki, Faith Mwaka |
| | 2.00-4.00 Pm | ECLASS | DD, MIS | First Year & Post Graduate Students | | | Lead Trainer: Jerusha Support Team: Thiga, Cherry Tay |
| Friday, 1st Oct. 2021 | 9.00-11.00 Am | How to access online learning resources using UoN VPN Based systems | DD, NIS, DD, USS&M | First Year & Post Graduate Students | | | Lead Trainer: Misigo Support Team: Mutangili, Simon Mwangi, Anita |
| | 2.00 – 4.00 PM | Post graduate Tracking system | DD, MIS | First Year & Post Graduate Students | | | Lead Trainer: Chebet Support Team: HellenWaithera, Nadasaba |
| | 4.00-4.30 Pm | Evaluation Feedback Tool & Report | DD, USS&M | First Year & Post Graduate Students | | | Lead: Dr. Almaz, MsLaureenAmateshe, Ojal |

WEEK 3:

MONDAY 4 OCTOBER, 2021

COMMENCEMENT OF TEACHING AND LEARNING IN ALL FACULTIES

8.00 A.M. Lectures begin.