



**KAIMOSI FRIENDS UNIVERSITY (KAFU)**

*Office of the Registrar (Academic Affairs)*

**REGISTRATION & ORIENTATION PROGRAMME**

**FIRST YEAR, 2023/2024, ACADEMIC YEAR**

**Day 1: MONDAY 4<sup>TH</sup> SEPTEMBER 2023:**

**8a.m – 4pm:** Arrival of **ALL** First-year students and Commencement of Registration.

**Table 1: Steps to be followed During the Registration Exercise**

<b>STEP</b>	<b>ACTIVITIES</b>	<b>STAFF RESPONSIBLE</b>	<b>VENUES AND GROUP OF STUDENTS</b>
Step 1	Reporting Desk (Verification of documents) Present to the registration staff the following documents for scrutiny. <ul style="list-style-type: none"> <li>• Original letter of admission.</li> <li>• Original or certified copies of K.C.S.E Result slip or Certificate.</li> <li>• Original National I.D. Card/Birth certificate</li> </ul>	Registrar - Academic Affairs	<b>ASSEMBLY HALL</b> Bachelor of Education (Arts)  Bachelor of Education (French)  Bachelor of Education (Early childhood Education)  Bachelor of Commerce  Bachelor of Science (Economics)  Bachelor of Science (Economics and Statistics)
Step 2	Submit two photocopies of the documents indicated above in Step (1)		

Step 3	<ul style="list-style-type: none"> <li>Filing of student copies of documents in “2” above and passport size photo</li> <li>Submit two copies of “Students personal details form KAFU/F/501/001; Section A</li> </ul>		<b>GOVERNORS HALL</b> Bachelor of Education (Science) B. A (Criminology& Criminal Justice) Bachelor of Disaster Management and international Diplomacy Bachelor of Social Work  <b>OLD LIBRARY</b>  Computer Science Information Technology Information Systems and Knowledge Management Nursing Optometry and Vision Sciences Clinical Medicine B.Sc. Agricultural Economics &Resource Management B.Sc. (Biology) B.Sc. (Chemistry) B.Sc. in Physics with Appropriate Technology B.Sc. (Applied Statistics with IT) B.Sc. (Mathematics &Economics with IT) B.Sc. (Mathematics with IT)
Step 4	Registration and reporting of student in the ERP system		
Step 5	Library Information	Library Staff	
Step 6	Confirmation of any payment made	Finance Office Staff	
Step 7	Provision of email and password for access to the KAFU student portal	ICT staff	

Step 8	Submit a copy of KAFU/F/501/001; Section B.	Dean student affairs staff	LT 5
Step 9	<b>University Clinic</b> • Submission of the Medical Examination Form KAFU/F/501/001; Section C	Clinic Staff	LT 5
Step 10	<b>Hostel Desk</b> <b>EITHER:</b> Confirmation of booking of University Hostel and room allocation	Hostel officers	ICT lab
	<b>OR:</b> Private Hostel Booking a hostel room at the Private Hostel Desk	Private Hostel Owners Desks. (The Non-Resident Student Representatives to guide the students to the Hostels).	ICT lab
Step 11	<b>Smart Cards Desk</b> Capture of Students' Personal data for SMART cards processing.	Equity Bank Staff	LT 6
Step 12	Submission of Consent form and Signing of Nominal Roll	Registrar Academic Affairs	LT 6
Step 13	The student undertakes online registration for courses to be offered in the First semester by visiting KAFU website: <a href="http://www.kafu.ac.ke">www.kafu.ac.ke</a> <i>then click</i> , Student Portal, <i>then click</i> – Course Registration.	Deans of Respective Schools, CODs and ICT.	At respective Schools' Offices and ICT

**Day 2: Tuesday 5<sup>th</sup> September 2023**

**Same process as above at indicated venues**

**NOTE: Registration procedure in Steps 1-13 above should be completed by Friday, 8<sup>th</sup> September 2023, before commencement of lectures/classes.**

**B: ORIENTATION PROGRAMME**

<b>Day 3- Wednesday, 6<sup>th</sup> September, 2023</b>		<b>Venue: Assembly Hall</b>
<b>Time</b>	<b>Activity</b>	<b>Facilitator</b>
8.00 am - 10.00 am	Address by Students Affairs Staff  i. Hostels Officer ii. Wardens iii. Sports Tutor iv. Catering Officer v. Health Services Officer Ag. Dean of Students	Ag. Dean of Students
10.00 am – 10.30 am	Break	
10.30 am -1.00 pm	Address by;  i. Administration Department ii. Finance Department iii. Legal Officer iv. Estates Department v. Security	Deputy Registrar (Admin &HR)
<b>1.00 pm – 2.00 pm</b>	<b>Lunch</b>	<b>In-charge Catering</b>
2.00 pm - 4.00 pm	Address by Registrar-Academic Affairs	Senior Assist. Registrar (AA)
4.00 pm - 5.00 pm	University Librarian	Senior Assistant Librarian
<b>Day 4- Thursday, 7<sup>th</sup> September, 2023</b>		

9.00 am - 1.00 pm	Address by Schools <ul style="list-style-type: none"> <li>• Dean SESS &amp; CODs -Venue: Assembly Hall</li> <li>• Dean SOBE &amp; CODs - Venue: LR 21</li> <li>• Dean SOSCI &amp; CODs - Venue: LR 7</li> <li>• Dean SCIT &amp; CODs - Venue: Old Library</li> <li>• Dean SOHES &amp; CODs-Venue:Governor’s Hall</li> </ul>	Admin Assistants in respective schools
2.00 pm – 3.00 pm	Address by Director QA&MS	Director, QA&MS
3.00 pm – 4.00 pm	Address by In-Charge ICT	In-Charge ICT
4.00 pm – 5.00 pm	Address by In-Charge ODeL	In-Charge ODeL
<b>Day 5- Friday, 8<sup>th</sup> September, 2023: Venue-Hockey Pitch</b>		
9.00am – 1.00 pm	<b>The Vice Chancellor’s Day</b> Remarks by Prof. M. M. Amadalo <i>Ag. DVC (Finance &amp; Development)</i> Remarks by Prof. Julius Kipkemboi <i>Ag. DVC (Academic &amp; Student Affairs)</i> Address by the <i>Ag.Vice Chancellor, Prof. O.M.J. Nandi</i>	Senior Assistant Registrar (AA)
1.00 pm -2.30pm	<b>Vice Chancellor’s Luncheon</b>	<b>In-charge Catering</b>
2:30pm -4:00pm	<b>Address by student Leaders</b>	<b>Ag. Dean of Students</b>
<b>Day 6- Saturday, 9<sup>th</sup> September, 2023</b>		
9.00am-10.30am	Information on Careers	In Charge -Careers

11.00am -1.00pm	Guided tour of the University	Ag. Dean of Students
<b>Day 7- Sunday, 10<sup>th</sup> September, 2023</b>		
9.00am-12.00 noon	Inter-denominational Service	Chaplain/ Patrons
2.00pm -5.00pm	University Life	Ag. Dean of Students Dr. Annette Busula
<b>Day 8- Monday, 11<sup>th</sup> September, 2023</b>		
8.00am	Commencement of Lectures	Deans / CODs