CHRISTIAN SERVICE UNIVERSITY COLLEGE

  
**ORIENTATION PROGRAMME FOR FRESH STUDENTS**

**2022/2023 ACADEMIC YEAR**

**LEVEL 100/200 &**

**GRADUATE PROGRAMMES**

**(REGULAR & JANUARY ADMISSIONS)**

**Venue: AUDITORIUM**

**Date: FRIDAY, 3RD MARCH 2023**

**Time: 4:30 pm**

**MC**

**REV. BOFAH POKUMENSAH**

**ORIENTATION**

**PROGRAMME OUTLINE**

**DAY 1 – FRIDAY, 3RD MARCH 2023**

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| **TIME ALLOWED**  **(in minutes)** | **TIME**  **(Evening)** | **ACTIVITY** | **RESPONSIBLITY** |
| 5 | 4:30 – 4:35 | Opening Prayer | Chaplain  (Rev. Boateng Agyenim) |
| 10 | 4:35 – 4:45 | Welcome Address | President  (Prof. Sam Afrane) |
| 25 | 4:45 – 5:05 | **Academic related issues**   * Registration * Class Attendance * Mid-Semester Examination * End of Semester Examinations * Deferment * Withdrawal * Grace Period * Reinstatement | Vice-President/Registrar  (Dr. S. Banahene/Mr. A. K. Doku) |
| 10 | 5:05 – 5:15 | **Non-Academic/Students Welfare Matters**   * Counselling * SRC issues * Health matters * Hostel Services | Dean of Students  (Mrs. Nelly Dorborson) |
| 10 | 5:15-5:25 | **Church Activities** | **Chaplain**  (Rev. Boateng Agyenim) |
| 10 | 5:25 – 5:45 | **ICT**   * Online Services * Registration, Complaints * Zoom, Virtual Teaching * Examinations - Moodule | Systems Administrator  (Mr. Kwaku Boateng) |
| 10 | 6:05 – 6:25 | **Library Services**   * Library Issues | **Librarian**  (Mrs. Vivian Amponsah) |
| 20 | 6:25 – 6:45 | **Financial Issues**   * Fees Payment (mode of payment) * Payment Terms * Scholarships * Students Loan | Director of Finance  (Mr. Osei Asuamah Yeboah) |

**NOTE**

Faculties/Schools should organize orientation on Academic issues at their convenience between Tuesday, 7th March, 2023 and Friday, 10th March, 2023.