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.