



KOITALEEL SAMOEI UNIVERSITY COLLEGE
(A Constituent College of the University of Nairobi)

OFFICE OF REGISTRAR ACADEMIC AFFAIRS

REGISTRATION AND ORIENTATION PROGRAMME

Note: Registration of new students will continue for two weeks until Friday August 29, 2025 at the Admissions Office.

DAY 1 & 2: MONDAY AUGUST 18, 2025 & TUESDAY AUGUST 19, 2025	CO-ORDINATOR
<ol style="list-style-type: none"> 1. Arrival and registration 2. Verification of documents 3. SMIS registration 4. Finance 5. Accommodation 6. Signing of the Nominal Roll 	Registrar Academic Affairs Registrar Administration Deputy Registrar Administration Faculty
DAY 3: WEDNESDAY AUGUST 20, 2025	
<ol style="list-style-type: none"> 1. Directors of Schools' address to new students at 9.00a.m 2. Heads of Departments meeting with students 3. Course Registration at the respective Schools 	Directors of Schools/Faculty
DAY 4: THURSDAY AUGUST 21, 2025	
<ol style="list-style-type: none"> 1. Dean of Students address (Students welfare) at 9.00a.m 2. Accommodation and Security 3. Health services ; Covid-19 protocols, SHA sensitization 4. Games and Sports 5. Chaplaincy 6. Course registration at the respective schools 	Dean of Students
DAY 5: FRIDAY AUGUST 22, 2025: Principal's Address	
<ol style="list-style-type: none"> 1. Principal's Address 8.00 a.m.-10.00 a.m. 2. Course registration at the respective schools 	Deputy Principal Registrar Administration Registrar Academic Affairs Deputy Registrar Administration Faculty
DAY 6: SATURDAY AUGUST 23, 2025	
<ol style="list-style-type: none"> 1. Dean of students 2. Games and sports 	Dean of Students Games Tutor
DAY 7: SUNDAY AUGUST 24, 2025	

1. Church Service 9.00 a.m. - 11.00 a.m.	Dean of Students Chaplain
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WEEK TWO	CO-ORDINATOR
MONDAY AUGUST 25, 2025: Vice Chancellor's Address	
1. Vice Chancellor's Address 8:00 a.m. - 10:00 a.m. 2. Course registration at the respective schools	Deputy Principal Registrar Administration Registrar Academic Affairs Deputy Registrar Administration Faculty
TUESDAY AUGUST 26 – 29, 2025	
1. ICT Orientation and Training on blended learning 2. Library orientation and Training	ICT Officer College Librarian
WEEK THREE	
MONDAY SEPTEMBER 1, 2025	
1. Commencement of Teaching and Learning	Directors of Schools/Faculty

NOTE THAT:

- 1. ALL the activities on the Programme are *COMPULSORY* for all new students.**