



**NEW STUDENTS' ORIENTATION PROGRAM
ACADEMIC YEAR 2024/2025**

NTA LEVEL 4, 5, 7, 9 & POSTGRADUATE PROGRAMMES - 15thOCTOBER – 25th OCTOBER, 2024

Week One

Day One- 15th October, 2024

Time	Event	Description	Responsible Person	Venue
08:00-01:00 Hrs	Student Registration	<ul style="list-style-type: none"> • New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation. 	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	LIBRARY II
01.00-02:00 Hrs	LUNCH BREAK	LUNCH BREAK	ALL	CAFETARIA
02:10-06:00 Hrs	Student Registration	<ul style="list-style-type: none"> • New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation. 	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	DASS Office, Dean's office, Accounts office Library

Day Two- 16th October, 2024

Time	Event	Description	Responsible Person	Venue
08:00-01:00 Hrs	Student Registration	<ul style="list-style-type: none"> • New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation. 	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	Library II
01.00-02:00 Hrs	LUNCH BREAK	LUNCH BREAK	ALL	CAFETARIA
02.10-06:00 Hrs	Student Registration	<ul style="list-style-type: none"> • New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation. 	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	DASS Office, Dean's office, Accounts office Library

Day Three - 17th October, 2024

Time	Event	Description	Responsible Person	Venue
08:00-01:00 Hrs	Student Registration	<ul style="list-style-type: none"> • New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation. 	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	Library II
01:00-02:00 Hrs	LUNCH BREAK	LUNCH BREAK	ALL	CAFETERIA
02:10-4:00 Hrs	Students Life at ISW (Part I)	A Session on <ul style="list-style-type: none"> • Campus Life. • Comprehensive sexual education (online) • Awareness creation on bribery, sexual harassment, sexual bribery&complaints desk, Counseling on sexual violence,HIV AIDS and Gender etc 	Responsible Person (RUFINA/MASHISHANGA/ASYA/UNESCO)	Library II
04:10-04:30 Hrs	Students Life at ISW (Part I)	<ul style="list-style-type: none"> • Self-awareness creation for new students 	Responsible Staff (DUNSTAN HAULE)	Library II
04:35-05:00 Hrs	Students services and Development	<ul style="list-style-type: none"> • ISW Residence Life • Resources and opportunities for student engagement 	Dean's Office and ISWOSO Leadership	Library I&II
05:05-06:00 Hrs	Library Orientation	Library sections and OPAC (KOHA)	Librarians (TEFURUKWA and SOPHIA)	Library II

Day Four – 18th October, 2024

Time	Event	Description	Responsible Person	Venue
08.00-10.00 Hrs	Student Registration	<ul style="list-style-type: none"> • New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students’ familiarization with campus services/facilities and assistance on how to get in and off campus accommodation. 	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	Library II
10:10-12:30 Hrs	Academic Advising and Registration	Enlightening students on examination regulations, process of getting academic certificates and ID cards	DASS Office, HoDs and ICT – Academic. FRANK GOHA, REUBEN MGONJA, WAGALA,)	Library II
12:30 – 01:00 Hrs	General Education Overview	New students gaining insight on academic life, curriculum, students’ responsibilities and expectations	DRAC and Heads of Academic Departments.	Library II
01:10-02:00 Hrs	LUNCH BREAK	LUNCH BREAK	ALL	CAFETARIA
02: 10-06.00 Hrs	Campus Tours & assistance on outside hostels	Students’ familiarization with campus services/facilities and assistance on how to get in and off campus accommodation	Dean’s Office and ISWOSO Leadership	Library II

WEEK TWO:**Day One: 21st October, 2024**

Time	Event	Description	Responsible Person	Venue
08:00-01:00 Hrs	Student Registration	<ul style="list-style-type: none">• New students to pay tuition/hostel fees• Generation of Control numbers• Photograph taking• Issuing IDs• Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	DASS Office, Dean's Office, Accounts and ICT Staff	DASS Office, Dean's office, Accounts office Library
01.00-02:10 Hrs	LUNCH BREAK	LUNCH BREAK	ALL	CAFETARIA
02:10-06:00 Hrs	Student Registration	<ul style="list-style-type: none">• New students to pay tuition/hostel fees• Generation of Control numbers• Photograph taking• Issuing IDs• Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	DASS Office, Dean's office, Accounts office Library

Day Two -: 22nd October, 2024

Time	Event	Description	Responsible Person	Venue
08:00-01:00 Hrs	Student Registration	<ul style="list-style-type: none"> • New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation. 	DASS Office, Dean's Office, Accounts and ICT Staff	DASS Office, Dean's office, Accounts office Library
01.00-02:00 Hrs	LUNCH BREAK	LUNCH BREAK	ALL	CAFETARIA
02:10-06:00 Hrs	Student Registration	<ul style="list-style-type: none"> • New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation. 	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	DASS Office, Dean's office, Accounts office Library

Day Three – 23rd October, 2024

Time	Event	Description	Responsible Person	Venue
08:00-10:00 Hrs	Student Registration	<ul style="list-style-type: none"> • New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation. 	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	Library II
10:10-11:00 Hrs	Library Orientation	Library sections and OPAC (KOHA)	Librarians (TEFURUKWA and SOPHIA)	Library I&II
11:10-12:00 Hrs	NMB/CRDB	A Session on <ul style="list-style-type: none"> • Financial issues (management)-account opening 	Personnel from NMB/CRDB Banks	Library II
12:10-01:10 Hrs	TCRA vs Communication	<ul style="list-style-type: none"> • TCRA awareness raising on proper communication 	Personnel from the office of Dean of Students	Library II
01:10-02:00 Hrs	Sensitization on students' loans	A Session on <ul style="list-style-type: none"> • Issues related with students' loans 	Personnel from HESLB/Stanley/Isabella	Library II
02:10-4:00 Hrs	Students Life at ISW (Part I)	A Session on <ul style="list-style-type: none"> • Campus Life. • Comprehensive sexual education (online) • Awareness creation on bribery, sexual harassment, sexual bribery&complaints desk Counseling on sexual violence, HIV AIDS and Gender etc 	Responsible Person (RUFINA/MASHISHANGA/ASYA/UNESCO)	Library II

Day Four -: 24th October, 2024

Time	Event	Description	Responsible Person	Venue
08:00-10:00 Hrs	Student Registration	<ul style="list-style-type: none"> • New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation. 	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	Library II
10:00-11:00 Hrs	Students' life at ISW	A Session on <ul style="list-style-type: none"> • Digital skills and Employability 	Niajiri & ISW Innovation Hub (DR. NURU)	Library II
11:00-11:40 Hrs	General Education Overview	New students gaining insights on academic life, curriculum, students' responsibilities and expectations	DR ARC and Head of Academic Departments	Library II
11:50 – 12:30 Hrs	Campus Tours & assistance on outside hostels	Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	Dean's Office and ISWOSO Leadership	Library II
12:35- 01:15 Hrs	UTT AMIS	A session on Financial Literacy	UTT AMIS	Library II
01:10-02:00	LUNCH BREAK	LUNCH BREAK	ALL	CAFETARIA
02:10 – 03:00 Hrs	NHIF	A Session on Issues to do with Students' NHIF issues	NHIF Personnel/ STANLEY	Library II
03:05 – 03:30 Hrs	NMB/CRDB BANK	A Session on Financial issues (management)- account opening	Responsible Person Personnel from NMB/CRDB Banks	Library II.
03:35-04:15 Hrs	HoD -Labour studies	New students gaining insight on Labour Relation and Public management Programmes	HoD. Labour Studies	Library II
04:20-06:00 Hrs	Students services and Development	<ul style="list-style-type: none"> • ISW Residence Life • Resources and opportunities for student engagement 	Dean's Office and ISWOSO Leadership	Library II

Day Five -: 25th October, 2024

Time	Event	Description	Responsible Person	Venue
08:00-10:00 Hrs	Student Registration	<ul style="list-style-type: none"> • New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation. 	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	Library II
10:10-10:50 Hrs	HESLB	A session on Loan Management and Related issues	HESLB Personnel	Library II
10:51-11:50 Hrs	Academic Advising and Registration	Enlightening students on registration, examination regulations, process of getting academic certificates and ID cards.	DASS Office, HoDs and ICT – Academic. FRANK GOHA, REUBEN MGONJA, WAGALA,).	Library II
12:00 – 01:00 Hrs	Official Welcome	Rector & ISW Management Team	Rector&ISW Management	Library II
01:10 – 02:00 Hrs	LUNCH BREAK	LUNCH BREAK	ALL	CAFETARIA
02:10 – 03:00 Hrs	Campus Tours & assistance on outside hostels	Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	Dean's Office and ISWOSO Leadership	Library II
03:15-04:30 Hrs	Life of students with Special Needs at HLIs	A Session on Opportunities and challenges related with students with special needs in Institutions of Higher Learning	Mr. Mosses Loata Mollel &Ms. Aneth Esaya	Library II
04:30 – 06.15Hrs	Students Life at ISW (Part I)	<ul style="list-style-type: none"> • Self-awareness creation for new students 	Responsible Staff (DUNSTAN HAULE)	Library II

