



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM UNIVERSITY COLLEGE
OF EDUCATION



**JOINING INSTRUCTIONS AND INFORMATION FOR
FRESHERS FOR UNDERGRADUATE DEGREE
PROGRAMMES**

2024-2025

**OFFICE OF THE DEPUTY PRINCIPAL (ACADEMIC, RESEARCH AND
CONSULTANCY)**

DIRECTORATE OF UNDERGRADUATE STUDIES

P.O. Box 2329, Dar es Salaam, Tanzania

Telegraphic Address:

Dar es Salaam University College of Education

Mobile: +255 749 990 196

Telephone: +255 22 2850978

Email: dus@duce.ac.tz

Website: www.duce.ac.tz

LIST OF ABBREVIATIONS

ACA	Academic Advisor
AIDS	Acquired Immune Deficiency Syndrome
ARIS3	Academic Registration Information System 3
CASFETA	Christ's Ambassadors Students Fellowship Tanzania
CoICT	College of Informatics and Communication Technologies
DARUSO	Dar es Salaam University Students Organization
DSS	Directorate of Students Service
DUCE	Dar es Salaam University College of Education
DUS	Directorate of Undergraduate Studies
HIV	Human Immune Virus
ID	Identity Card
MSAUD	Muslim Students Association of University of Dar es Salaam
NHIF	National Health Insurance Fund
NIDA	National Identity Authority
OMRS	Online Membership Registration System
TCU	Tanzania Commission of Universities
TMCS	Tanzania Movement for Catholic Students
TTCL	Tanzania Telecommunication Company Limited
TUCASA	Tanzania University and Colleges Adventist Students Association
UDSM	University of Dar es Salaam
USCF	University Students Christianity Fellowship
VCT	Voluntary counseling and testing

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1.0 A WELCOME NOTE

Congratulations to all newcomers! Welcome to the Dar es Salaam University College of Education, 2024/2025 intake! You are joining a long and storied academic journey and we are pleased to introduce you to the DUCE Community.

The Dar es Salaam University College of Education (DUCE) is pleased to communicate the following important information to all first-year students admitted into various undergraduate degree programmes offered at the College for the 2024/2025 Academic Year.

2.0 ORIENTATION WEEK

Report at the College on Saturday 26th October 2024 ready for orientation week expected to start on Monday 28th October 2024. There will be addresses and services offered as per orientation timetable and registration process from 8.00 am to 4.00 pm at New Lecture Theatre "C" and Tents area. The College is located at Chang'ombe in Temeke Municipality, along Taifa Road, adjacent to the Benjamin Mkapa Stadium.

3.0 ADMISSION LETTERS

Admission Letters can now be downloaded from Admission Account. You will need your username and password to access your account at <https://admission.udsm.ac.tz>. Please make sure to double-check the name and code of your programme. Kindly note that the degree programmes at DUCE are identified by the code **UDD**. Programmes at MUCE are represented by the code **UDM**, while programmes at Mwalimu Nyerere Mlimani Campus are identified by the code **UD**.

4.0 ARRIVING AT THE COLLEGE

Prospective students selected to join DUCE Campus should report at the College on **26th October 2024**.

On arrival, prospective students at DUCE will have to observe the following:

- i. There will be Guides (in uniforms and name tag) at the campus' entry points/gates to assist you with directions.
- ii. The Guides and other Officials will be on duty from 8.00 am to 6.00 pm.
- iii. On the arrival day, prospective students are advised to avoid carrying heavy luggage so as to minimize inconveniences that may occur as they will have to move from one location to another for registration purposes.
- iv. Depending on where you are coming from, the UDSM the information desk is available to assist you at the following bus terminals: **Magufuli, Mbagala Rangji-3, and Urafiki-Shekilango**. Please! report to the desk for further guidance on how to access DUCE-campus. For quick support, you may contact this number **+255 756 083224**.
- v. For all students who are loan beneficiaries, it is advisable to have sufficient funds from their own sources to cater for initial costs upon arrival while waiting for sponsors to release funds.
- vi. All privately sponsored students should have sufficient funds to cover direct costs, fees, meals, accommodation and other related costs.

5.0 PAYMENT COMPLIANCE

The prospective Higher Education Students Loans Board (HESLB) and Private sponsored students must pay their due **tuition fees** and **direct costs** to complete their registration. All students under HESLB are required to pay full or half of their tuition fees corresponding to the amount remaining after the allocation made by the Loans Board for the whole year registration or semester registration, respectively.

Students should obtain **CONTROL NUMBERS** from their Academic Registration Information System 3 (ARIS3) account for payments. Pay the **TUITION FEE** and **DIRECT COSTS** before being allowed to register and access College facilities (*refer to section 6.0 for payment procedure*).

For more information on the allocated amount visit Student Individual Permanent Account (SIPA) available on Loans' Board website: www.heslb.go.tz

or Loan's Office at the College located at New Lecture Theatres Building, First Floor or contact **+255 766 592 985**.

The table 1 and 2 summarize the tuition fees for various undergraduate degree programmes and College direct costs.

4.1 Fee Structure for the 2024/2025 Academic Year

Table 1: Fees Payable by Students

Degree Programme	Faculty	Tuition Fee	
		Tanzanians (Tsh)	Foreigners (USD)
Bachelor of Arts with Education (BAED)-UDD04	Faculty of Humanities & Social Sciences	1,000,000	2,100.00
Bachelor of Disaster Risk Management (BADRM)-UDD05		1,300,000	2,700.00
Bachelor of Education in Arts (BEd. Arts)- UDD01	Faculty of Education	1,000,000	2,100.00
Bachelor of Science with Education (BSc. Ed)-UDD03	Faculty of Science	1,300,000	2,700.00
Bachelor of Education in Science (BEd. Science)-UDD02	Faculty of Education		

N.B: In addition to the payment of tuition fees, all students are required to pay direct university costs amounting to Tshs **47,000/=** per the distribution provided in table 2.

Table 2. Direct University Costs (Payable to the University)

Cost Item	Tanzanians (Tsh)	Foreigners (USD)
Registration fee	5,000	100
Examination Fee	12,000	120
Identity Card	5,000	5
Student's Union Fee	5,000	15
TCU Fees	20,000	10
Total	47,000	USD 250

4.2 Direct Students' Costs

Prospective students should have a minimum annual budget to meet their living costs as per table 3.

Table 3: Costs payable directly to students

Cost Item	Cost (Tsh)
Books & Stationery Allowance	200,000
Meals and Accommodation Allowance	2,400,000
Total	2,600,000

In addition, students are required to have sufficient funds to cater for Special Faculty requirements. Such requirements may be in the form of boots, overalls, compass sets, drawing boards, tracksuits, gloves, masks, etc. as well as funds for industrial/practical training or teaching practice depending on the programme. Applicants are urged to consult the latest University prospectus (https://www.udsm.ac.tz/upload/20240202_124503_02-02-2024_%20UG_2023-2024_for_online_publication.pdf)

6.0 REGISTRATION AND PAYMENTS OF FEES AND OTHER UNIVERSITY DIRECT COSTS PROCEDURES

The registration process involves: Payments (Fees and Direct Costs), certificates verification, medical checking, and course registration. ***Payments of fees must be completed within 14 days, i.e. from 28th October 2023 to 12th November 2023. Failure to pay fees will result to loss of studentship status and access to ALL services at the University.***

All undergraduate admitted students SHOULD NOTE that tuition Fees and other Direct University Cost payments are made by using **CONTROL NUMBER** which is obtained through Academic Registration Information System (ARIS3). The ARIS3 system is a web-based application and can be accessed through a web browser (an application you use to access the internet e.g. Internet explorer, Mozilla Firefox, Google Chrome, Opera, etc) when you have an Internet Connection. The system is flexible using desktops, laptops, and smart gadgets.

6.1 Creating ARIS3 account

Step 1: Open your web browser

Step 2: In the address field type in the URL (address) of the ARIS3

<https://aris3.udsm.ac.tz/index.php> see login screen.

UJUMBUJI

Login to your **ARIS 3.0** account
Your credentials

Username cannot be blank.

[Forgot password?](#)

[Login](#)

[Don't have an account?](#)

[Sign up](#)

By continuing, you're confirming that you've read our [Terms & Conditions](#) and [Cookie Policy](#).

Step 2.1: The student is required to Sign up for account creation. To create your account, Click **Sign up** button.

Step 2.2: Select Account Type (i.e. **Student Account**) then search for your details by typing your **REGISTRATION NUMBER** and then select it (Details will be populated automatically by the system), then create a password and check in **Accept terms of services**. Click **Register**.

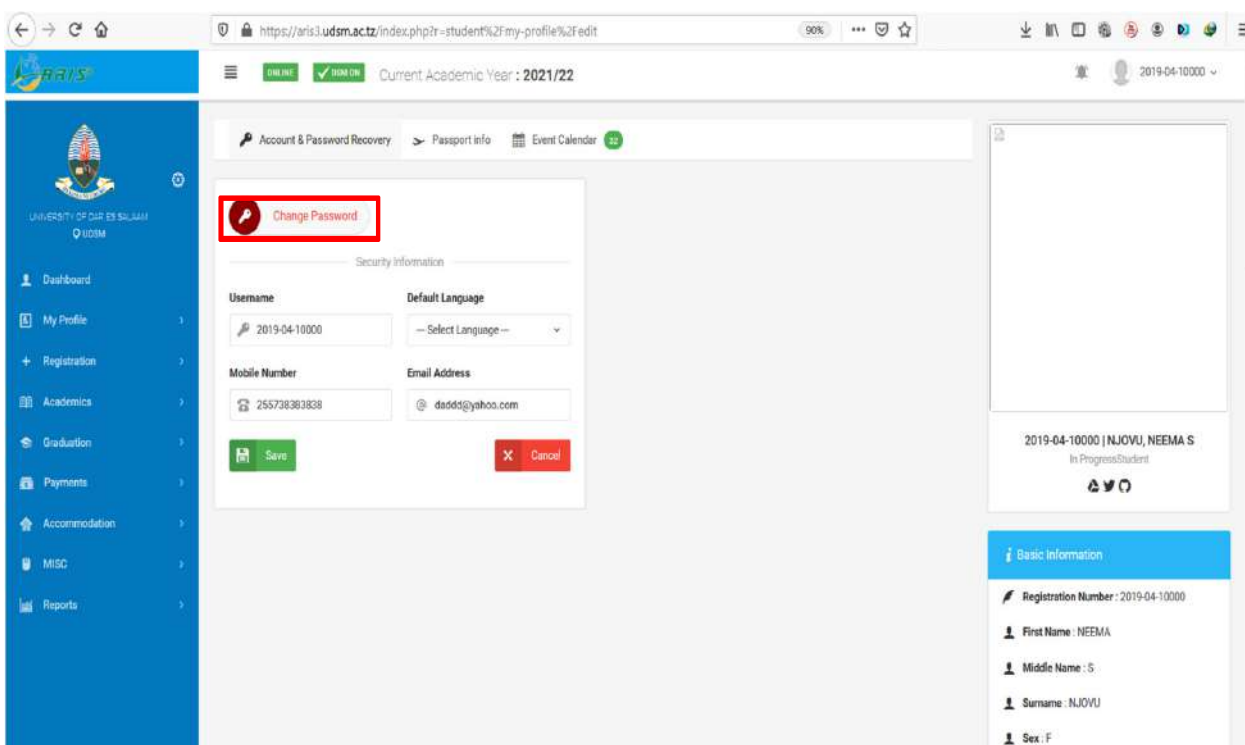
The screenshot shows the 'Create ARIS 3.0 account' form. At the top, there is a green plus sign in a circle. Below it, the title 'Create ARIS 3.0 account' is displayed, followed by the note 'All fields are required'. The form is divided into several sections: 'Profile Information' with a dropdown menu set to 'Student Account' and another dropdown showing '2019-04-10000 | NEEMA S NJOVU [B.A. Ed.]'; three buttons for selecting details: 'NEEMA', 'S', and 'NJOVU'; 'Your credentials' section with three input fields (the first contains '2019-04-10000', the others are masked with dots); 'Your privacy' section with 'Mobile Number' and 'Your E-mail' fields, with a red error message 'Email cannot be blank.' below the email field; and 'Additions' section with a checked checkbox for 'Accept terms of service' and a large green 'Register' button. A red box highlights the 'Accept terms of service' checkbox and the 'Register' button, with blue arrows pointing to each. At the bottom, there is a link for 'Have an account? Login'.

Step 2.3: If the account is successfully created, then the student will receive a successful system notification.

Step 2.4: Now, the student can log in using his/her **Registration Number** as username and the **password created in Step 2** as the login password.

6.2 Changing the Password

Changing account password is done by clicking **settings and** then **updating info**, student will have the ability to change the password.



6.3 Forgot Password

Students must initiate the process by clicking on **Forgot the Password?** Then the system will take four (4) important steps to recover the user account password as follows:

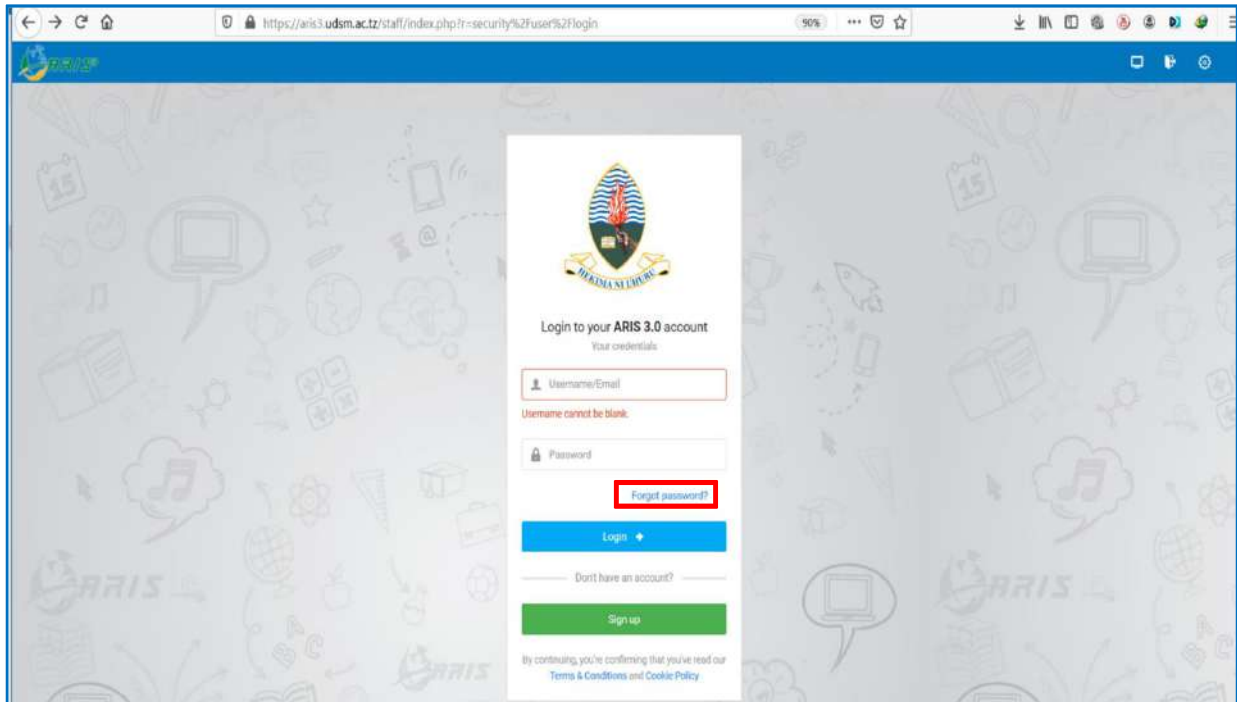
Step 1: User information verification, students must enter valid email address and phone number.

Step 2: User confirmation, student will receive a confirmation code number with four (4)

digits through the email or phone number.

Step 3: Change Password student must type the new password and re-type the password.

Step 4: Password Recovery Successfully system notification.

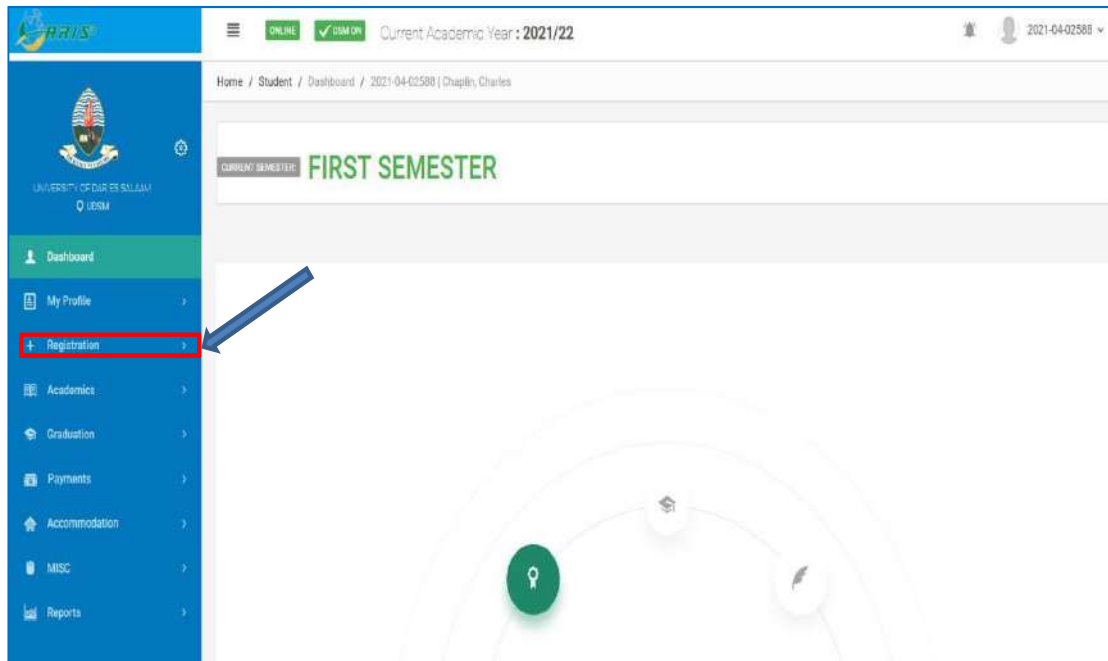


6.4 Registration

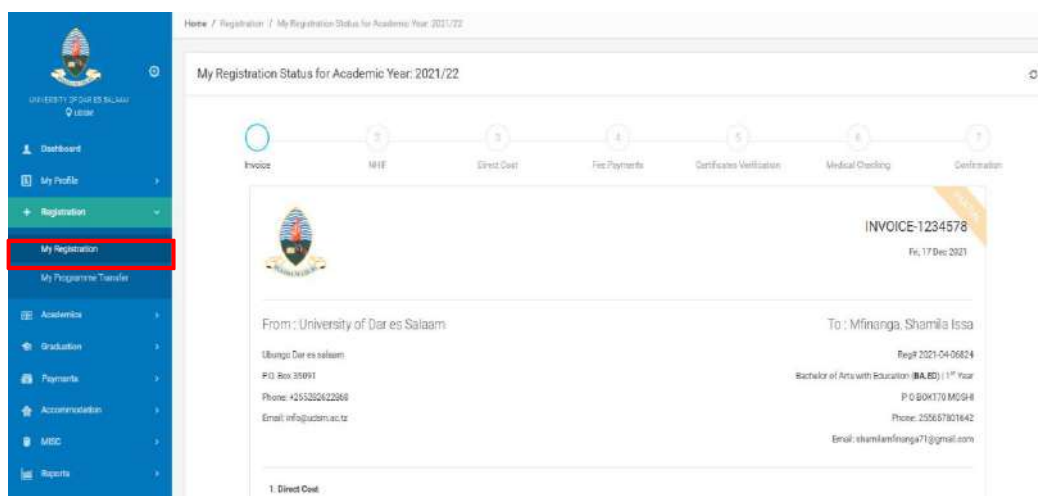
To open the registration module window:

- i. Click on the Registration tab displayed in the main menu. A drop-down menu will appear listing the current Modules provided by ARIS3.
- ii. Click on the My Registration option.

Step 1: Click **Registration**



Step 2: Select **My Registration**



After selecting my registration the student will be able to view the invoice as shown below;

Step 3: View the **billed Invoice**

My Registration Status for Academic Year: 2021/22

1 Invoice 2 NHIF Verification 3 Direct Cost 4 Fee Payments 5 Certificates Verification 6 Medical Checking 7 Course Registration 8 Confirmation

INVOICE-1234578
Thu, 07 Oct 2021

From : University of Dar es Salaam
Ubungo Dar es salaam
P.O. Box 125500
Phone: +255282622868
Email: info@udam.ac.tz

To : Chaplin, Charles
Reg# 2021-04-02588
Bachelor of Science in Computer Engineering & Information Technology (B.Sc. Comp) | 1st Year
Phone: 0755010102
Email: 2021-04-02588@gmail.com

1. Direct Cost

#	Item	Original Amount	Waived Amount	Sponsored Amount	Transferred Amount	Total Amount	Control#
1	Identification Card	5,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	5,000.00 TZS	(No bill was found)
2	Quality Assurance/TCU FEE	20,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	20,000.00 TZS	(No bill was found)
3	Examination Fee	12,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	12,000.00 TZS	(No bill was found)
4	Caution Money	0.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	(No bill was found)
5	Student Union Fee	5,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	5,000.00 TZS	(No bill was found)
6	Registration Fee	5,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	5,000.00 TZS	(No bill was found)
						Subtotal : 47,000.00 TZS	
						Discount : 0.00 TZS	
						Total : 47,000.00 TZS	

2. Fee Payments

#	Item	Original Amount	Waived Amount	Sponsored Amount	Transferred Amount	Total Amount	Control#
1	Tuition Fee	1,500,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	1,500,000.00 TZS	(No bill was found)
						Subtotal : 1,500,000.00 TZS	
						Discount : 0.00 TZS	
						Total : 1,500,000.00 TZS	

NOTE: Please make sure the following are in order before you proceed to generate your bill:

- ORIGINAL AMOUNTS:** The original cost of an item (as per current fee structure) before any reliefs/discounts to be applied
- SPONSORSHIPS:** Approved sponsorship amounts on particular item(s)
- TRANSFERS:** Applied Payment transfer from previous over payment(s)
- WAIVERS:** Approved Waived amounts on particular item(s)
- TOTAL AMOUNT:** The remaining amount (after applying Sponsors, Transfers and Waivers) which you are about to generate a bill

Total : 1,547,000.00 TZS
Discount : 0.00 TZS
Grand Total : 1,547,000.00 TZS

[Generate Control Number](#) [Next](#)

After the invoice has displayed, then you will be able to click **generate control number** button so that it can be viewed on payments option.

Step 3.1 NHIF Verification if Student have valid card. If No, student should apply for card.

Home / Registration / My Registration Status for Academic Year: 2021/22

My Registration Status for Academic Year: 2021/22

Hello Daudi, **Veneranda Melickzedeck (2020-04-01425)**, please help us to answer the following question

What type of NHIF Card do you have?

I have my own dependant NHIF Card (I did not get it from University of Dar es Salaam)
 I already have NHIF Card and I got it from University of Dar es Salaam
 I do not have NHIF Card

[Proceed](#)

[Previous](#) [Next](#)

Home / Registration / My Registration Status for Academic Year: 2021/22

My Registration Status for Academic Year: 2021/22

Hello Daudi, **Veneranda Melickzedeck (2020-04-01425)**, please help us to answer the following question

What type of NHIF Card do you have?

I have my own dependant NHIF Card (I did not get it from University of Dar es Salaam)
 I already have NHIF Card and I got it from University of Dar es Salaam
 I do not have NHIF Card

[Proceed](#)

Please activate your NHIF Card using the form below.

Form Four Index Number	Marital Status	Mobile Number	Card Number
<input type="text" value="S2530-0102-2015"/>	<input type="text" value="Single"/>	<input type="text" value="256684861687"/>	<input type="text" value="101102436754"/>

[Activate](#) [Load Feedback](#)

[Previous](#) [Next](#)

Home / Registration / My Registration Status for Academic Year: 2021/22

My Registration Status for Academic Year: 2021/22

Congratulations, Your NHIF Card Application Request has been accepted

- Batch Number: 4000828/2021/2022/491182118
- Identification Number: 702501295
- Card Number: 161702591205
- Control Number: 994000804394
- Payment Amount: TZS50,400
- Is Paid: [Load Feedback](#)

[Previous](#) [Next](#)

Step 3.2 View Direct Cost

My Registration Status for Academic Year: 2021/22

#	Item	Original	Min Payable	Waived	Sponsored	Transferred	Required	Paid	Balance
1	Application Fee	0.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS
2	Student Union Fee	5,000.00 TZS	5,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	5,000.00 TZS	5,000.00 TZS	0.00 TZS
3	Examination Fee	12,000.00 TZS	12,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	12,000.00 TZS	12,000.00 TZS	0.00 TZS
4	Quality Assurance/TCU FEE	20,000.00 TZS	20,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	20,000.00 TZS	20,000.00 TZS	0.00 TZS
5	Registration Fee	5,000.00 TZS	5,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	5,000.00 TZS	5,000.00 TZS	0.00 TZS
6	Identification Card	5,000.00 TZS	5,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	5,000.00 TZS	5,000.00 TZS	0.00 TZS
TOTAL		47,000.00 TZS	47,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	47,000.00 TZS	47,000.00 TZS	0.00 TZS

Total: 47,000.00 TZS
Discount: 0.00 TZS
Grand Total: 47,000.00 TZS

Step 3.3 View Fee Payment Details

My Registration Status for Academic Year: 2021/22

#	Item	Original	Min Payable	Waived	Sponsored	Transferred	Required	Paid	Balance
1	Tuition Fee	1,000,000.00 TZS	1,000,000.00 TZS	0.00 TZS	200,500.00 TZS	0.00 TZS	799,500.00 TZS	198,000.00 TZS	601,500.00 TZS
TOTAL		1,000,000.00 TZS	1,000,000.00 TZS	0.00 TZS	200,500.00 TZS	0.00 TZS	799,500.00 TZS	198,000.00 TZS	601,500.00 TZS

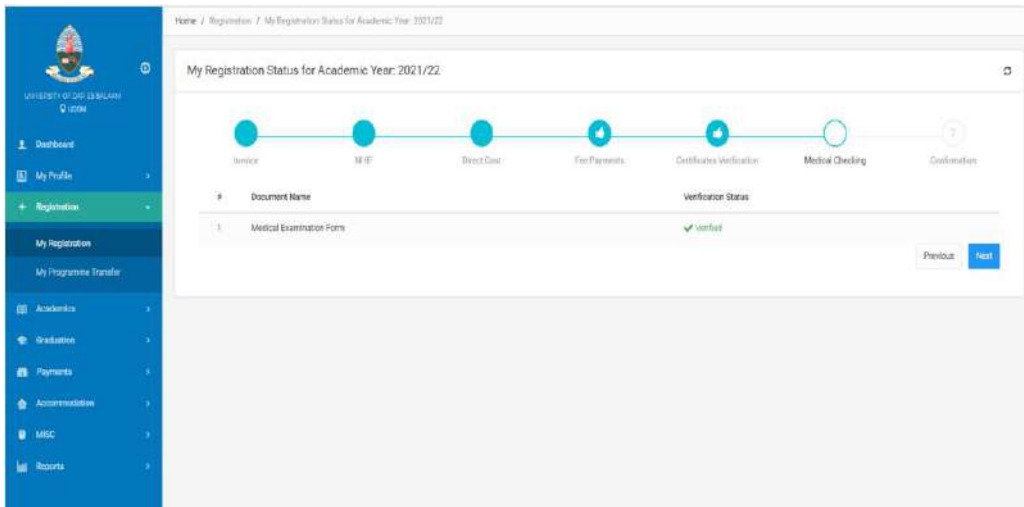
Total: 1,000,000.00 TZS
Discount: 200,500.00 TZS
Grand Total: 799,500.00 TZS

Step 3.4 Certificate Verification

My Registration Status for Academic Year: 2021/22

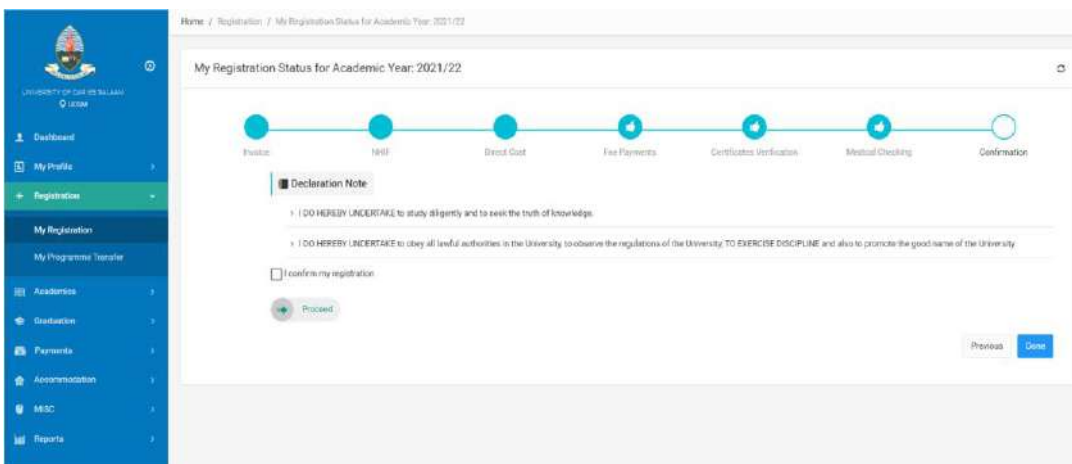
#	Document Name	Verification Status
1	Birth Certificate	✓ Verified
2	Ordinary Level Certificate/Equivalent	✓ Verified
3	Advanced Level Certificate/Equivalent	✓ Verified
4	Ordinary Diploma/Equivalent Certificate	✗ Not Applicable

Step 3.5 Medical Verification



Step 3.7 Confirmation

To confirm registration process, you click **I confirm my registration** check box which is slightly below the declaration note and then you click proceed button to confirm your registration

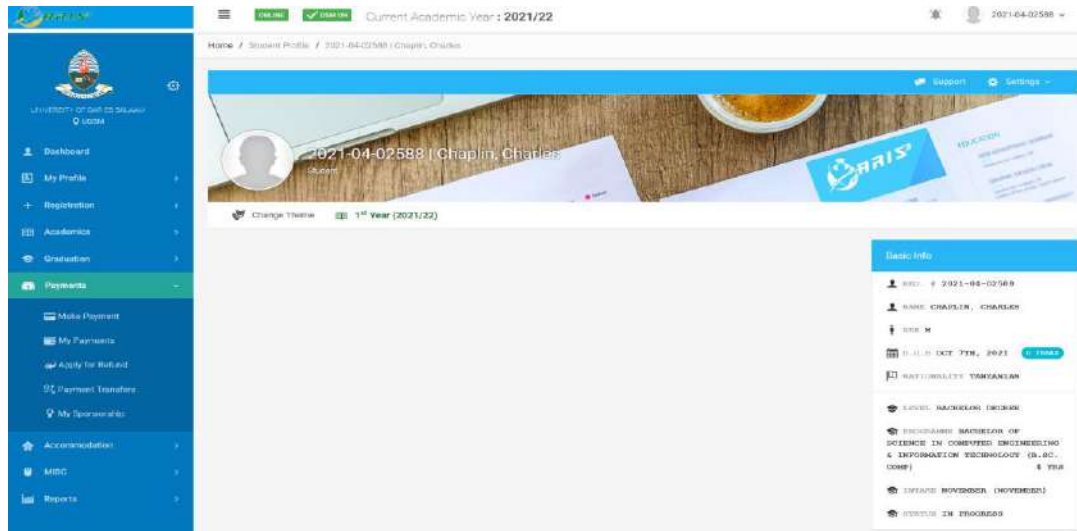


6.5 Payments

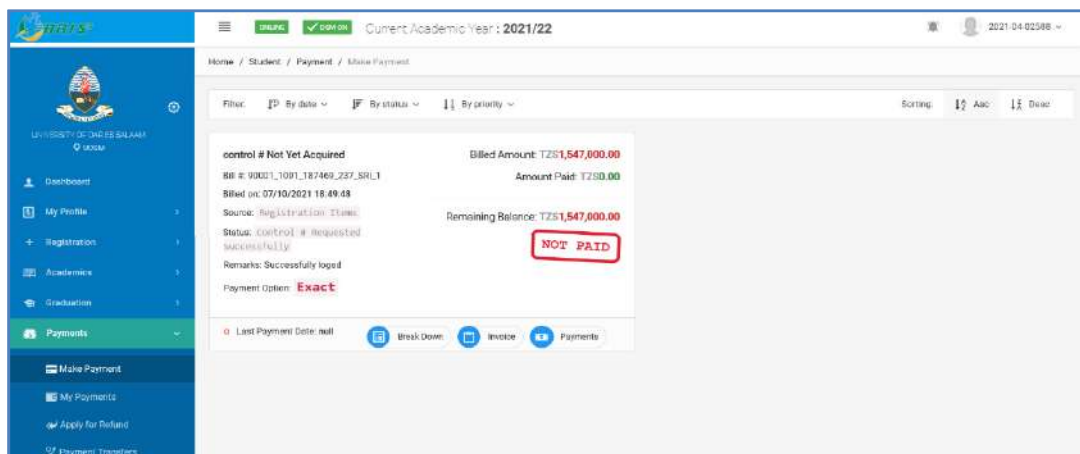
To open the Payment Module window:

- i. Click on the Payments tab displayed in the main menu. A drop down menu will appear listing the current sub-modules provided by Payments Module.
- ii. Click on the **Make Payments** option.

Step 1: Click Payments



Step 2: Click on Make Payment



After receiving your control number from ARIS3, you will have two payment options:

- i. You can go to the NEAREST BANK/BANK AGENCIES to make Payment (Cashier will request for a control Number and the amount you obtained in ARIS3)
- ii. You can make Payment by Mobile - Money:

For those with Vodacom Number,

- **Vodacom Number**

- Open your M-pesa by dialing *150*00#
- Then choose 4: Pay by M-Pesa (Lipa kwa Mpesa)
- Then choose 5: Government Payment (Malipo ya Serikali)
- Then choose 1: Reference Number (Weka namba ya kumbukumbu)
- Enter the Reference number(Ingiza number ya kumbukumbu ya malipo): 9947XXXXXX

NB: Reference number (control Number) should be taken from your aris3 system account at *'the make payment' button* eg. Reference no **9947XXXXXX**

- **Tigo Number**

- Open your Tigo-Pesa Number dialling *150*01#
- Choose 4: PAY bill/(LIPA Bili,)
- Choose 5: Malipo ya Serikali
- Enter Reference number/ (Tafadhali ingiza namba ya malipo): 9947XXXXXX

NB: Reference number (control Number) should be taken from your aris3 system account at *'the make payment' button* eg. Reference no **9947XXXXXX**

- **Airtel Number**

- Airtel Money Number dialling *150*60#**
- Choose 5: (Lipia bili)**
- Choose 5: Malipo ya Serikali**
- Enter Reference number/Namba ya kumbukumbu ya malipo: 9947XXXXXX**

NB: Reference number(control Number) should be taken from your aris3 system account at *'the make payment' button* eg. Reference no **9947XXXXXX**

NOTE: If Payments are successfully received, then System will automatically show that you have paid in your ARIS3 account.

#	DATE	RECEIPT #	CONTROL #	CURRENCY	PAID AMOUNT	ACTIONS
1	2021-11-09 11:15:27	96F645876FC74125887421A190522575 Payment method: SaPG	991270398076	TZS	245,000.00	Get Receipt
2	2021-11-05 21:04:04	EC101107962515 Payment method: SaPG	991270375614	TZS	10,000.00	Get Receipt
3	2021-11-05 20:51:43	EC101107953332 Payment method: SaPG	991270367761	TZS	63,000.00	Get Receipt
TOTAL					318,000.00	

7.0 REGISTRATION AT THE COLLEGE

7.1 Registration Requirements

You will be required to complete two sets of Registration Forms, each with copies of your birth; O-level and A-level/Diploma certificates. University registration will be conducted by the respective Faculties where you will submit two sets of registration forms for verification and authenticity of certificates. Registration forms are available in your admission account.

All students should have the following during registration:

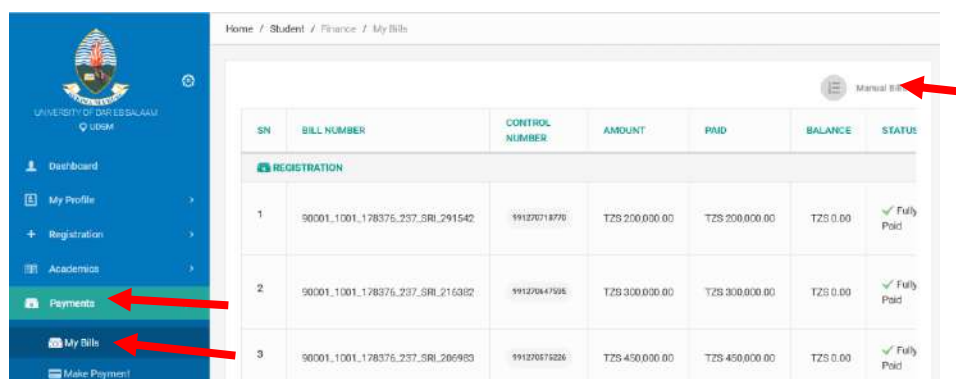
- i. Two colored passport-size photographs (blue background)
- ii. Admission letter indicating students' registration number and form IV index number,
- iii. Two copies of registration forms duly filled with students' information,
- iv. The Names appearing on the Registration Forms should match the ones appearing in the O-level and A-Level/Diploma Certificates as well as the Admission Letter. No additional names will be accepted.
- v. International students should bring certificates issued by their respective examination Boards and not testimonials from their Secondary School Headmasters/Headmistresses.

7.2 Medical Examination

- i. You will be required to go for Medical Examination/Verification at the College Dispensary located just adjacent to the College main entrance gate, along Taifa Road, or any other Government Hospital. The form can be downloaded from your admission account.
- ii. Duly filled medical examination forms shall be presented during registration.
- iii. The College Dispensary offers Medical Examination service at a cost of 5,000/= which is payable to the University through control number obtained from ARIS 3 Account. Below are instructions on how to request control number for medical examination from ARIS 3.
- iv. Duly filled medical examination forms from other accredited Health facility should be submitted to the College Dispensary for verification.
- v. Students with critical medical issues and / or disabilities are advised to see the Medical Officers-in-Charge for guidance.

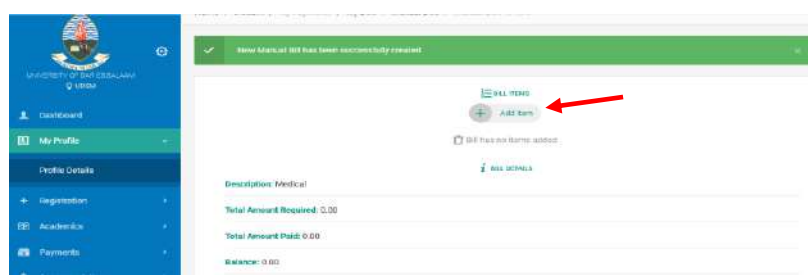
Medical Examination Fee Control number from ARIS 3

1. Log in to your ARIS 3 Account
2. Click on Payment → My Bills → Manual Billing

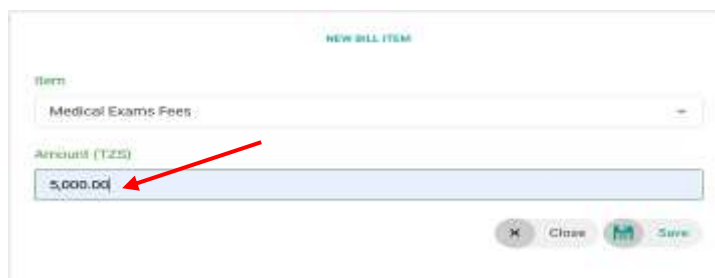


3. Click Request New Bill and on description write Medical Examination then click Create

4. Click Add Items and from items select Medical Exams Fee



5. In the Amount section write 5000 then click save



The screenshot shows a web form titled "NEW BILL ITEM". It has two main input fields: "Item" and "Amount (TZS)". The "Item" dropdown menu is currently selected to "Medical Exams Fees". The "Amount (TZS)" text input field contains the value "5,000.00". A red arrow points from the top right towards the "Amount (TZS)" field. At the bottom right of the form, there are two buttons: "Close" and "Save".

6. At the bottom click [Request control number](#)

7.3 Registration of Courses

Registration of courses in various academic units will be conducted during Orientation Week in the respective Faculties.

8.0 CHANGE OF DEGREE PROGRAMMES

No student will be permitted to change the degree he/she has been selected to pursue without the approval of the Senate. The procedures for changing a course will be on the condition that:

- i. The student is registered,
- ii. There is a vacancy in a programme of interest,
- iii. The student has met the criteria and cut-off points used to select students for the programme,
- iv. The timeline for transfer window will be announced, and
- v. The application is done online at <https://aris3.udsm.ac.tz>

NOTE: HESLB beneficiaries will not get any additional fund from the Board if they opt to transfer to programmes with higher fees.

9.0 DEFERMENT OF STUDIES

Students who have been selected but cannot join the University for any reason cannot defer admission to the next academic year. Such students need to apply afresh for the coming year.

NOTE: In case of any inquiries, please contact the Admissions Office located at Administration Building, First Floor, Room No. 120 or call number **+255 749 990 196**.

10.0 POSTPONEMENT OF STUDIES

No students will be allowed to postpone studies after the effective commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing a satisfactory reason for the postponement. Special circumstances shall include health and psychosocial problems (each case to be considered on its own merit).

NOTE: A student may qualify for postponement after completing registration process.

11.0 STUDENT IDENTITY CARDS

All students are supposed to present their admission letters to the Identity Card Unit for photograph taking. Please note that immediately after receiving admission letter, students around Dar es Salaam may come at DUCE and take photos for ID at the College Smart Card unit located at Kijiji B. Students from upcountry will take photos on arrival during the orientation week. Student Identity Card will be issued after completion of University registration formalities.

NOTE: Students are advised to be in official dressing code during photo taking exercise.

12.0 MEDICAL SERVICES

Success in your academic life at DUCE depends on several factors including your physical, mental, and social wellbeing. The Dispensary has been established to provide you with quality healthcare services within easy reach. It serves students, staff, and the surrounding communities. Our main focus is the prevention, diagnosis, and treatment of communicable and non-communicable diseases.

The services provided are Outpatient Care, Patient Observation Services, Diagnostic Laboratory, Pharmacy, 24hrs Ambulance Services, Customized Health Check-ups, Special Youth Programmes, Medical Examination services, Community Outreach Services, Reproductive and Child Health services, VCT for HIV/AIDS. The payment scheme is by CASH or HEALTH INSURANCE. Currently, we ONLY serve members under the National Health Insurance Fund (NHIF). For more information on how to become NHIF member kindly refer to section 17.1.3 of this document.

13.0 POSTPONEMENT OF ACADEMIC ACTIVITIES ON MEDICAL GROUND

In case you fall sick and you are unable to attend academic activities and/or admitted outside DUCE, do the following:

- i. Report the matter to the Medical Officer In charge immediately. In case of an emergency, you can be assisted by your fellow students or family members to report on your behalf.
- ii. A medical report must be availed to support the claim.
- iii. All this information must be channeled through the office of the Medical Officer-In-Charge.
- iv. Late or retrospective information is STRICTLY not acceptable.

NOTE

- i. You are advised to strictly avoid drug abuse and excessive use of alcohol as this affects your academic performance and leads to serious consequences.
- ii. HIV and AIDS remain one of the world's most significant public health challenges; all age groups are affected by the disease but the group aged 15-49 years is mostly affected. Current data shows that more than 50% of HIV new infection occurs in youth aged 19-24 years of age. Abstaining from sex, being faithful, limiting the number of the sexual partner to one who is not infected, and consistent and correct use of condoms are some of the measures that can prevent HIV transmission.

- iii. The Dispensary offers free Voluntary Counseling and Testing (VCT), as well as treatment and care (CTC) for HIV/AIDS, Non-Communicable Diseases, and Youth Health Friendly Services and confidentiality is highly maintained.
- iv. Student with any type of disability is encouraged to identify himself/herself during registration for support services available at the College.

14.0 LOANS OFFICE

The Unit is responsible for coordinating financial matters for students that receive support from the government through loan boards.

14.1 Submission of Bank Particulars

No Loan shall be paid in Cash. Loan Beneficiaries are required to open their own Bank Accounts, and fill and submit provided Bank particulars form to the Loans Office. The Bank Account name should be the same as the names that appear in the HESLB Database. Before submission of Bank Particulars confirm with the Bank if the Account is Active. Upon disbursement of funds from HESLB, all loan beneficiaries are required to sign within 30 days from the disbursement date.

14.2 Loan Disbursement

Payments are made through Digital Disbursement Solution (DiDiS), which you shall be required to register after receiving quarter one Meals and Accommodation Allowance (MA).

Tuition fees (TU) shall be paid to the College while Payments for Meals and Accommodation (MA), Books and Stationery (BS), Field Practice Training (FPT), Special Faculty Requirement (SFR), and Research (RES) shall be paid directly to students. All payments shall be effected after the students sign the funds from HESLB. In case a student does not sign within 30 days from the disbursement date, the Loan shall be **RETURNED** to HESLB. The amount

returned shall not be paid back to a student and shall not be part of the beneficiary debt.

14.3 Postponement/Resumption and Inter-University/Internal Transfers

All beneficiaries who postponed or resumed studies, changed degree programs or transferred from another Higher Learning Institution to DUCE should inform the Loans Officer for guidance.

14.4 Appeal Against Loan Allocation

Students who are not satisfied with the allocations may appeal as per HESLB guidelines as shall be provided on their website at www.heslb.go.tz

NOTE: Students with inquiries or complaints are advised to visit the Loans office for clarification and can be referred to HESLB for further clarification if necessary. For more information on Loan allocations visit the HESLB website at www.heslb.go.tz

15.0 ACADEMIC ADVISORS

You will be assigned an Academic Advisor from your teaching programme who will provide guidance on academic issues. You will be required to report to your Academic Advisor within the first month of reporting at the College. Make full use of your Academic Advisor for success in academic life.

16.0 SPECIAL EDUCATION UNIT

The College recognizes its responsibility to ensure that facilities, programs, services, and activities are accessible to all students with Special Needs and disabilities. The support services provided by the Special Education Unit target students who are verified by authorized specialists/ medical practitioners. The Special Education Unit is under the Diversity Unit that is located at the Administration Building First floor.

17.0 COLLEGE LIBRARY

The DUCE library offers a variety of services and facilities to support access to information, literacy, and research, adapting to the evolving digital landscape. It provides access to e-resources such as e-journals and e-books, along with open access databases to support academic research and intellectual development.

Additionally, the library runs user education programs covering topics like academic writing, referencing, and information literacy, equipping users with essential skills for navigating information in the digital age. The library also stresses proper book handling to preserve physical materials.

To maintain order and ensure fair access, the DUCE library enforces rules on book borrowing, overdue returns, and maintaining silence. A designated cloakroom is available for storing personal belongings, where users receive an identification tag for retrieving their items. The library is not liable for any valuable items stored, and users must remove them before placing bags in the cloakroom. Fines are imposed for offenses such as overdue materials, lost items, and improper use of facilities, helping the library safeguard its resources and promote academic integrity. To ensure excellent performance in carrying out these activities, College Library is divided into five units, namely (1) Readers Service, (2) Technical Services, (3) Information Communication and Technology (ICT) services, (4) Research, Publication, and Training Services, and (5) Acquisition Services.

18.0 WELFARE SERVICES

18.1 The Directorate of Students' Services (DSS)

The Directorate is in charge of all matters that involve students' life at the College. Units under DSS include the Accommodation, Guidance and Counselling, Health and Catering, Students Governance; and Sport and Recreation. You can visit the Directorate of Students' Services which is located at House No. 1 at Kijiji "B" or call **+255 735468768** for more details.

18.1.1 Accommodation Unit

The College offers a range of quality accommodations in the Hall of Residence on-campus and off-campus. Given that DUCE has limited accommodation facilities on campus; priority will be given to students with disabilities, diploma and the sick.

Table 4 below indicates the available accommodation facilities and their charges.

Table 4: Available student hostels and charges at DUCE

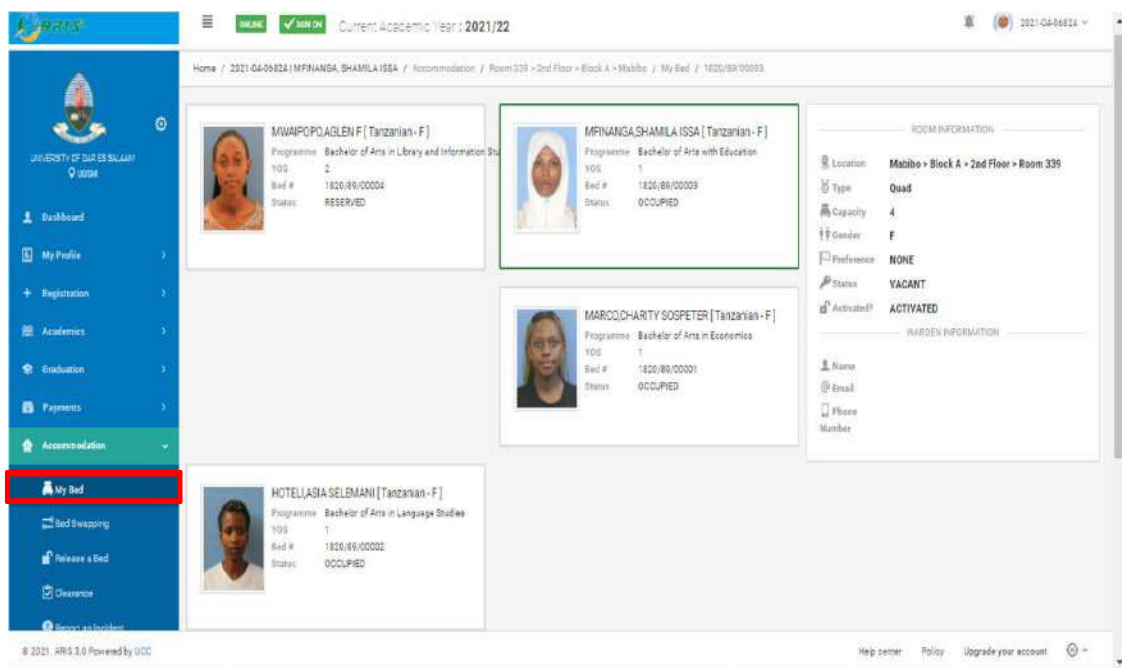
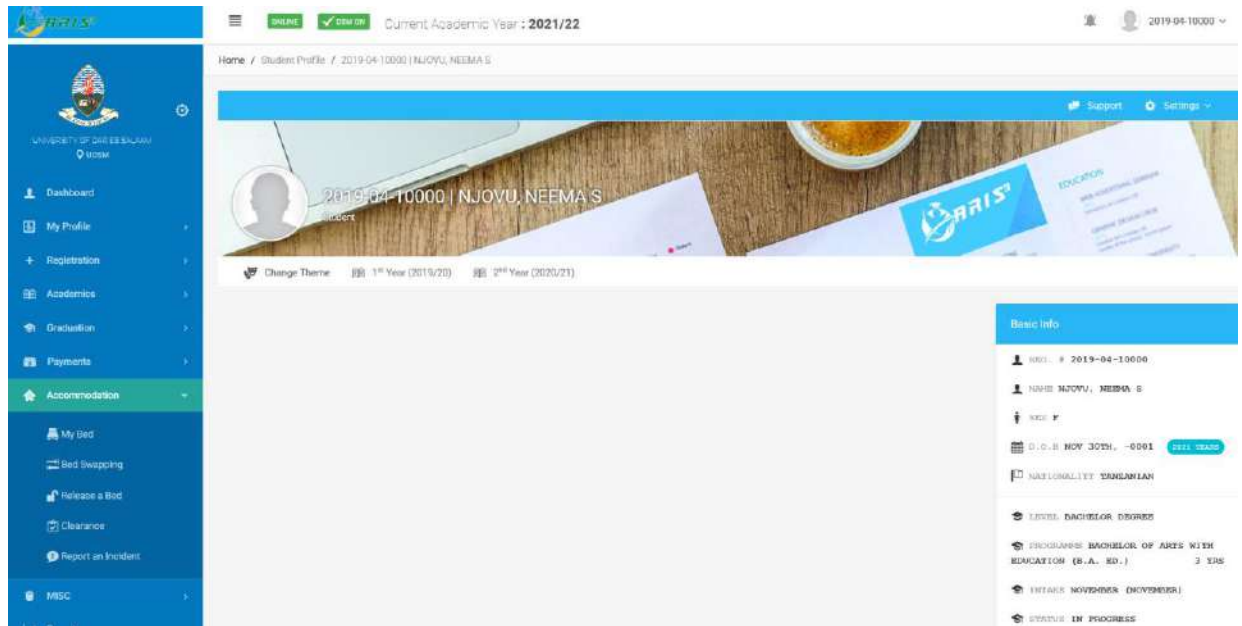
S/N	Hostels and Halls of Residence	Costs per day	
		Tanzanian (Tsh)	Non-Tanzanian (USD)
1.	Halls of Residence (Hall I, II, III, and IV)	800	3

NOTE:

- i. Students are urged to read Accommodation Policy available on DUCE website for more clarification
- ii. Students can opt for their own accommodation outside the College campus where DARUSO and the College have arranged some off-campus private accommodation rooms which range from Tshs 35,000/= to Tshs 60,000/= per head per month. For more details contact accommodation officer **+255 714010066**.
- iii. Eligible students allocated rooms are required to **confirm and pay within three days** from the date of publication, or else their rooms will be released for other students to shop and they system cannot re - allocate rejected students.

For room allocation verification, students have to undergo the following:

- i. Login to your ARIS3 account
- ii. Open the accommodation module window
- iii. Click on the **Accommodation** tab displayed in the main menu. A drop-down menu will appear listing the current Modules provided by ARIS3.
- iv. Click on the **My Bed** option.



18.1.2 Guidance and Counselling Unit

The Counselling Unit provides personal, academic, career and spiritual counseling services to individuals and groups. Para-counseling services can also be offered at the respective Faculties by students' academic advisors, wardens in the Halls of Residence or Peer Educators depending on the issue at hand. Specialist counseling such as spiritual, medical, and psychiatric problems can be arranged by the Medical Officer-In-Charge and/or Dean of Students. Please, feel free to approach any of these

persons in case of any challenge.

NOTE: You can visit the Guidance and Counseling Unit located at, Kijiji "B" House No. 2 or call **+255 788 571 559**.

18.1.3 Students Health and Catering Unit

The unit oversees all matters related to Student Health and Catering. It assists sick students in collaboration with the College Dispensary to find medical treatment. Also ensures that students have medical insurance under the National Health Insurance Fund (NHIF). All students are required to have NIDA number in order to join NHIF by registering through their **ARIS3** account (*refer to section 6.4*). Students have to create the **control number** on NHIF section and pay the required amount of **Tshs 50,400/=** as annual contribution. Those dependents who are 21 years and above are required to visit NHIF office with Admission letter and pay the amount of **Tshs. 50,400/=** in order to activate their membership.

Also, the Unit oversees catering services on campus. There are several companies recommended by the College to provide food services which are quality and affordable to all students. Students are urged to utilize them accordingly and avoid skipping meals which is very unhealthy.

18.1.4 Sports, Games and Recreation Unit

The College has out-door playgrounds for football, netball, basketball, tennis and volleyball as well as indoor games facility for table tennis. For other recreation facilities, the Lecture Hall can be used for drama, films, and dances. The campus halls/hostel of residence has a common room, fitted with chairs; internet, and TV facilities. Kindly take advantage of these facilities for recreation.

There are also sports and recreational facilities at UDSM (Mwl. J.K. Nyerere Mlimani Campus), Mabibo Hostels as well as at the College of Informatics & Communication Technologies (CoICT), Kijitonyama Campus (previously TTCL Hostels).

NOTE: For more information, contact the Sports and games Tutor at the Directorate of Students Service (DSS) in Hall 1 through mobile number **+255 714 007 585**.

18.1.5 Students' Associations Governance Unit

Students' Association Governance Unit deals with students' leadership and other students' Social Associations recognized by the College under the umbrella of the Dar es Salaam University Students Organization (DARUSO-DUCE). DARUSO-DUCE is represented in all College organs from the Halls of residence to the Governing Board and its membership is compulsory.

The unit also supervises the implementation of Student By-Laws, guide, counsel, and coordinate the organizations' activities to ensure that they are fairly run with integrity and mutuality among students by taking into consideration gender balance.

19.0 SAFETY AND SECURITY

Necessary measures have to be taken to stay safe in a big city like Dar es Salaam. Your safety while at the College is very important to us. DUCE has an Auxiliary Police Department, which assists the Tanzania Police Force in maintaining peace and order and safeguarding public safety and community property. In order to reduce the risk of being mugged, it is strongly advised that when you venture outside the College especially in the evening make sure that you are not alone. It is everyone's duty to take the necessary precautions to avoid any security risks. **"Your safety comes first"**

NOTE:

- i. Keep off all activities such as the use of alcohol and drug abuse, theft, sexual harassment, gender-based violence and the like.
- ii. Feel free to report any suspicious person wandering around the campus to the Auxiliary Police immediately for appropriate actions. For inquiry call Auxiliary Police Commandant **+255 739 096 969**, police toll free number 112. or visit Auxiliary Police Office located at Kijiji "B" House number 7

19.1 Worship Services

Students have complete freedom of worship. At present, there are no facilities available for any religious group. However, there are arrangements for students to get such services within the College. These services can be offered in recognized/approved groups namely Christ's Ambassadors Students Fellowship Tanzania (CASFETA), University Students Christianity Fellowship (USCF), Muslim Students Association of University of Dar es Salaam (MSAUD), Tanzania Movement for Catholic Students (TMCS), and Tanzania University and Colleges Adventist Students Association (TUCASA).

You are advised to affiliate with faith group of your choice for your spiritual growth. For more information on the worshiping days, time and venue please contact mobile number **+255 735 945 293**.

Appendix A

LETTER CHANNELS

No.	LETTER CONTENT	ADDRESSEE	UFS	COPY
1.	Permission to postpone studies (POS)	DVC (AC)	DUS(UDSM), Principal, DP (ARC), DUS (DUCE), Dean Faculty, for medical reasons MD in-charge; for Psychosocial Issues DoS;	HoD and ACA
2.	Permission to postpone exams (PEX)	Dean Faculty	MoI (for medical reasons, DoS (for Psychosocial Issues)	HoD and ACA
3.	Teaching Practice (TP)	Dean Faculty	TP Coordinator; MoI (for Medical ground), DoS (for Psychosocial Issues)	
4.	POS Teaching Practice	Dean Faculty	TP Coordinator; MoI (for Medical ground), DoS (for Psychosocial Issues)	
5.	Permission to be away (e.g. bereavement) during week days	Dean Faculty		HoD, DoS, ACA
6.	Permission to be away (e.g. bereavement) during weekends	Dean of Students		Dean Faculty, DoS, ACA
7.	Request to correct/change name	DUS (UDSM)	Principal, DP (ARC), DUS (DUCE), Dean Faculty (attach birth certificate or affidavit)	HoD
8.	Appeal against unfair marking	Chair, Senate	HoD	
9.	Appeal against exam grade (post-senate)	Chair, Senate	Principal, DP(ARC), DUS (DUCE), Dean Faculty	HoD
10.	Appeal against discontinuation	Chair, Senate	Principal, DP(ARC), DUS (DUCE), Dean Faculty	HoD
11.	Request to resume studies (after postponement)	DVC (AC)	DUS (UDSM), Principal, DP (ARC), DUS (DUCE), Dean Faculty, MoI (For Medical issues) and DoS (for Psychosocial Issues)	
12.	Refund various overpayments	DP (PFA)	DoS (for accommodation issue) Loan Officer (for Loan issues)	
13.	Accommodation matters	DoS	MoI (for Medical Ground)	

Key:

1. DUS = Director, Undergraduate Studies – UDSM/ DUCE
2. HoD = Head of Department
3. DoS = Dean of Students
4. DP (ARC) = Deputy Principal (Academic, Research and Consultancy)
5. DP (PFA) = Deputy Principal (Planning, Finance, and Administration)
6. DVC (AC) = Deputy Vice-Chancellor Academic
7. ACA = Academic Advisor

NB: You are advised to consult your Academic Advisor before channeling any of the above letters.

Appendix B
IMPORTANT CONTACT FOR ASSISTANCE

No.	Department/Unit	Contact Person	Mobile No.
1.	Directorate of Undergraduate Studies	i. Dr. Hezron Z. Onditi – <i>Director</i>	+255735070269
	Admission Office	ii. Mr. Theresia B. Mathew - <i>Admission Officer</i>	+255749990196
2.	Faculty of Education	i. Dr. Joel Jonathan Kayombo - <i>Dean</i>	+255714205421
		ii. Dr. Cecilia Swai – <i>Head Dept. of Education Foundation, Management and Life Long Learning (EFMLL)</i>	+255754224657
		iii. Dr. Rehema Mwakabenga – <i>Head Dept. of Educational Psychology and Curriculum Study</i>	+255716939869
3.	Faculty of Science	i. Prof. David Sylvester Kacholi- <i>Dean</i>	+255739471178
		ii. Dr. Neema Mogha – <i>Head Dept. of Biological Sciences</i>	+255744801436
		iii. Dr. James Mgaya – <i>Head Dept. of Chemistry</i>	+255753390858
		iv. Dr. Zubeda Musa – <i>Head Dept. Physics, Mathematics, and Informatics</i>	+255717649111
4.	Faculty of Humanities and Social Sciences	I. Dr. Edwin E. Babeiya – <i>Dean</i>	+255717649111
		II. Dr. John Kihamba – <i>Head Dept. of History Political Science and Development (HPD)</i>	+255755906063
		III. Dr. Magreth Kibiki – <i>Head Dept. of Literature and Language(LL)</i>	+255757232921
		IV. Dr. Gabriel Hinju – <i>Head Dept. of Geography and Economics (+GE & EC)</i>	+255782247390
5.	Coordinator of Teaching Practice	Dr. Conrada Haule – <i>Coordinator Teaching Practice</i>	+255717154099
6.	College Library	Dr. Dativa Shilla – <i>Director</i>	+255759593885
7.	Diversity Unit	Dr. Ikupa M. Moses – <i>Head</i>	+255713401760
8.	Dispensary	Dr. Sangeti Saning’o – <i>Medical Officer In charge</i>	+255755255212
9.	Auxiliary Police	Assistant Inspector. Ally Njiku – <i>Head</i>	+255739096969
10.	Special Education	Mercy Hozza – <i>Head</i>	+255685182979
11.	Loan Office	Mr. Salmon Daudi	+255766592985
12.	Smart Card	Mr. Kuwa Myamani	+255784431283
13.	ARIS3 IT Personnel	Ms. Naomi Mushi	+255753010010
14.	Finance	Mr. Lameck Makoye	+255714494822
15.	Directorate of Students’	Mr. Halfan Andekisyey	+255735945293

	Service	Ms. Philipina Kaguruki	+255788571559
16.	Health (NHIF)	Ms. Herieth Urassa	+255787772444
17.	Accommodation	Ms. Agripina Swai	+255714010066
18.	DARUSO-DUCE	Mr. Magesa Steven Marwa – <i>President</i>	+255767888164
		Mr. Sweetbert Justin Magayu - <i>Prime Minister</i>	+255743677052

Appendix C

UNDERGRADUATE ORIENTATION PROGRAM

**UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION
2024/2025 ACADEMIC YEAR UNDERGRADUATE DEGREE ORIENTATION PROGRAM**

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON	VENUE	PARTICIPANTS
Saturday 26th Oct, 2024	8:00am-8:30am	Arrival and Registration	All First Year Students	New Lecture Theatre "C"	All First Year Undergraduate Students
	08:30am – 10:00am	Address – Counselling Services and other Announcements	DOS	New Lecture Theatre "C"	
		Address - Payments and Registration Procedure	Bursars' Office/ARIS Coordinator	New Lecture Theatre "C"	
	10:00am – 04:30pm	Attending Admission Issues	Admission Officers/ARIS Help Desk	Tents Area (Outside NLTs)	
		Submission of Account Numbers	Loans Officer	Loans Officer's Office	
		Medical Examination/ Clearance	Medical Doctors	DUCE Dispensary	
		Photograph and ID taking	Smart Card Unit official	DUCE Smart Card Office	
		Attending NHIF and ARIS Issues	NHIF Officials/DoS/	Tents Area (Outside NLTs)	

			ARIS Help Desk		
Sunday, 27thOct, 2024	8:00am - 8:30am	Arrival and Registration	All First Year Students	New Lecture Theatre "C"	All First Year Undergraduate Students
	8:30am - 10:00am	Address – Counselling Services and other Announcements	DOS	New Lecture Theatre "C"	
		Address - Payments and Registration Procedure	Bursars' Office/ARIS Coordinator	New Lecture Theatre "C"	
	10:00am-04:30pm	Attend Admission Issues	Admission Officers/ARIS Help Desk and team	Tents Area (Outside NLTs)	
		Submission of Account Numbers	Loans Officer	Loans Officer's Office	
		Medical Examination Clearance	Medical Doctors	DUCE Dispensary	
		Photograph and ID taking	Smart Card Unit official	DUCE Smart Card Office	
		Attending NHIF and ARIS Issues	NHIF Officials/DoS/ARIS Help Desk and team	Tents Area (Outside NLTs)	
Monday, 28th Oct, 2024	8:00am - 8:30am	Arrival and Registration	All First Year Students	New Lecture Theatre "C"	All First Year Undergraduate Students
	8:30am – 10:00am	Address – Counselling Services and other Announcements	DOS	New Lecture Theatre "C"	

		Fees Payments and NHIF Registration Procedure	Bursars' Office, ARIS Coordinator & NHIF Officers	New Lecture Theatre "C"	
	10:00am – 0:40am	Address by Banks	All invited Banks	New Lecture Theatre "C"	
	10:40am – 4:30pm	Attending Admission Issues	Admission Officers/ARIS Help Desk	Tents Area (Outside NLTs)	
		University Registration	Faculty Administrators	Tents Area (Outside NLTs)	
		Submission of Account Numbers	Loans Officer	Loans Officer's Office	
		Photograph and ID taking	Smart Card Unit Officials	DUCE Smart Card Office	
		Medical Examination Clearance	Medical Doctors	DUCE Dispensary	
		Attending NHIF and ARIS Issues	NHIF Officials/DoS/ ARIS Help Desk	Tents Area (Outside NLTs)	
Tuesday 29th Oct., 2024	08:00am – 8:30am	Arrival and Registration	All First Year Students	New Lecture Theatre "C"	All First Year Undergraduate Students
	8:30am – 09:30am	Address – Counselling Services and other Announcements Address - Payments and Registration Procedure	NHIF Officials/DoS/ ARIS Help Desk	New Lecture Theatre "C"	
	09:30am	Address on DARUSO	President	New Lecture Theatre "C"	

	– 10:00am	Issues	DARUSO	
	10:00am – 10:40am	Address on Security Issues	Auxiliary Police/ Mkuu wa Kituo - Kilwa Road/ Mwenyekiti Serikali ya Mtaa wa Keko	New Lecture Theatre "C"
	10:40am – 11:10am	Address from PCCB	PCCB Temeke	New Lecture Theatre "C"
	11.10am– 11:30am	Address on Gender Issues (GBV, Sexual Harassment)	Head Gender Unit/Gender Club	New Lecture Theatre "C"
	11:30am – 11:50am	Address on Special Education Unit	Head-Special Education Unit	New Lecture Theatre "C"
	11:50am – 12:10pm	Introducing Religious services	Students' Religious Groups Leaders	New Lecture Theatre "C"
	12:10pm – 14:30pm	Attending Admission Issues	Admission Officers/ARIS Help Desk	Tents Area (Outside NLTs)
		University Registration	Faculty Administrators	Tents Area (Outside NLTs)
		Submission of Account Numbers	Loans Officer	Loans Officer's Office
		Photograph and ID	Smart Card Unit	DUCE Smart Card Office

		taking	Officials		
		Medical Examination/Clearance	Medical Doctors	DUCE Dispensary	
		Attending NHIF and ARIS Issues	NHIF Officials/DoS/ARIS Help Desk	Tents Area (Outside NLTs)	
Wed. 30th October, 2024	8:00am – 8:30am	Arrival and Registration	All First Year Students	New Lecture Theatre "C"	
	08:30am – 9:30am	Address – Counselling Services and other Announcements	DOS	New Lecture Theatre "C"	All First Year Undergraduate Students
		Address - Payments and Registration Procedure	Bursars' Office	New Lecture Theatre "C"	
	9:30am - 10:30am	Address on Health Issues (Youth Friendly Services) and National Health Insurance Fund Services	Medical Doctor In charge – DUCE and Director National Health Insurance Fund	New Lecture Theatre "C"	
	10:30am – 11:30am	Address on Loans Board	Executive Director Loans Board (HESLB)	New Lecture Theatre "C"	
	11:30am – 16:30pm	Attending Admission Issues	Admission Officers/ARIS Help Desk	Tents Area (Outside NLTs)	
		University Registration	Faculty Administrators	Tents Area (Outside NLTs)	

		Submission of Account Numbers	Loans Officer	Loans Officer's Office	
		Photograph and ID taking	Smart Card Unit Officials	DUCE Smart Card Office	
		Medical Examination Clearance	Medical Doctors	DUCE Dispensary	
		Attending NHIF and ARIS Issues	NHIF Officials/DoS/ ARIS Help Desk	Tents Area (Outside NLTs)	
Thur. 31st October, 2024 LIBRARY ORIENTATION	8:00am – 8:30am	Arrival and Registration	All First Year Students	New Lecture Theatre "C"	All First Year Undergraduate Students
	08:30am – 09:00am	Address – Counselling Services and other Announcements	DOS	New Lecture Theatre "C"	
		Address - Payments and Registration Procedure	Bursars' Office	New Lecture Theatre "C"	
	09:00am-09:30am	Address on Human Rights and Good Governamce	Human Rights Officer	New Lecture Theatre "C"	
	09:30am-10:00am	Library Orientation	Director, Library	New Lecture Theatre "C"	
	10:00am-16:30pm	Library Tour for FoHSS	Director, Library	DUCE Library	All First Year Students from FoHSS (BAED)/ Certificates and Diploma Students
		Attending Admission Issues	Admission Officers/ARIS	Tents Area (Outside NLTs)	All First Year Students from FoS

			Help Desk		(BSC) and FoED (BAED,BED)
		University Registration	Faculty Administrators	Tents Area (Outside NLTs)	
		Submission of Account Numbers	Loans Officer	Loans Officer's Office	
		Photograph taking /Follow up of IDs and IDs distribution	Smart Card Unit Officials	DUCE Smart Card Office	
		Medical Examination Clearance	Medical Doctors	DUCE Dispensary	
		Attending NHIF and ARIS Issues	NHIF Officials/DoS/ ARIS Help Desk	Tents Area (Outside NLTs)	
Friday 1st Nov., 2024	8:00am – 08:30am	Arrival and Registration	All First Year Students	New Lecture Theatre "C"	All First Year Undergraduate Students
FACULTY PROGRAMME	08:30am – 08:50am	DP – (ARC) Welcome note first year students	Deputy Principal Academic, Research and Consultancy	New Lecture Theatre "C"	
	08:50am – 09:20am	Address on teaching professionalism for student teachers	Dean Faculty of Education	New Lecture Theatre "C"	
	09:20am-10:00am	General Academic Rules and Regulations	Director Undergraduate Studies	New Lecture Theatre "C"	
	10:00am –	Faculty Programmes	Dean Faculty of Education	New Lecture Theatre A	

	12:30pm				Arts/BED Sc.)
			Dean Faculty of Humanities	New Lecture Theatre C	Faculty of Humanities (B.A. with Education)
			Dean Faculty of Science	New Lecture Theatre B	Faculty of Science (B. Sc. Ed.)
LIBRARY DAY	12:30pm – 16:30pm	Library Tour for Students from Faculty of Education (BED Arts/BED Sc.) and Faculty of Science (B. Sc. Ed.)	Library Administration	Library	All First Year Students from Faculty of Education and Science Late Arrivals from Faculty of Humanities and Social Sciences
		Other Students, Photograph taking for ID / Medical Examination Clearance	Smart Card/Faculty/ DUCE Dispensary	DUCE Smart Card Office/Responsible Faculty	All First Year Undergraduate Students
		Submission of Account Numbers	Loans Officer	Loans Officer's Office	
		University Registration	Faculty Administrators	NLT A, B and C	
		Photograph and ID taking	Smart Card Unit Officials	DUCE Smart Card Office	
		Attending NHIF and ARIS Issues	NHIF Officials/DoS/ARIS Coordinator	Tents Area (Outside NLTs)	
Wednesday	10:00am	Principal's Day		New Lecture Theatre "C"	All First Year

6th Nov., 2024	– 15:00pm				Undergraduate and Postgraduate Students
Saturday 9th Nov 2024	09:00am – 04:00pm	DARUSO Entertainment	DARUSO/DOS	To be Communicated	All First Year Diploma, Undergraduate and Postgraduate Students
Thursday, 14th Nov., 2024	09:00am – 13:00 pm	Vice Chancellor's Day		New Lecture Theatre 'C'	All First Year Diploma, Undergraduate and Postgraduate Students
Saturday 16th Nov., 2024	07:30am – 12:00pm	Game and Sports Bonanza	Games Tutor/DARUSO	Sports Ground/National Stadium	All First Year Diploma, Undergraduate and Postgraduate Students