



**Certificate Program Orientation Schedule  
Monday 8<sup>th</sup>, Tuesday 9<sup>th</sup> & Friday 12<sup>th</sup> January 2024**

Day/Time	Activity	Venue	In charge/Facilitator
<b>Monday, January 8</b>	<b>Arrival and Welcoming freshmen</b>		
09:00 – 10:00 am	Sign in and Welcome	Auditorium	DLPDI Administrator & Orientation Team
10:00 – 10:30 am	Coordinator’s Welcome remarks	Auditorium	Program Coordinator
10:30 – 11:00 am	<b>Tea Break</b>		
11:00 -11:30 am	Spiritual Life	Auditorium	University Chaplain
11:30 –12:30 pm	Confirmation of certificates	DLPDI Office	DLPDI Administrator
<b>Tuesday, January 9</b>			
09:00 – 09:30 am	Students Affairs Department	Auditorium	Dean of Students
09:30-10:00 am	Director’s Remarks	Auditorium	Director, DLPDI
10:00 – 10:30 am	Fees payments & clearance	Auditorium	Finance
10:30 – 11:00 am	Academic /GPA requirement	Auditorium	University Registrar
11:00 -12:00 pm	Matriculation	Auditorium	University Registrar
12:00-12:30 pm	Taking of ID photos	Freedom corner	Registrar
<b>Friday, January 12</b>			
8.30-9.00 am	Opening Prayer and Devotion & Introduction of DCF	DAC	Pst. R. Ngugi
9.00-10.00 am	Tea	DAC – Ground Floor	Mrs. Sonia Mutende
10.30-11.00 am	DLPDI	DAC	Prof. A. Waithima
11.00-11.15 am	Nairobi Campus Services	DAC	Mrs. Sonia Mutende
11.15am -12.00 noon	Principal’s Office	DAC	Prof. M. Bowen
12.00-1.00 pm	Corporate Affairs	DAC	Mrs. Damaris Kimilu
1.00-2.00 pm	Lunch Break	DAC – Ground Floor	Mrs. Sonia Mutende
2.00-2.30 pm	Campus Tour	Nairobi Campus	Orientation Team
2.30- 4:45 pm	Computer Lab/Emails/Registration	Computer Lab	ICT & Registrar’s Dept.
<b>Monday, January 8</b>	<b>Classes Begin</b>		