DIRECTORATE OF ACADEMIC AFFAIRS
SCHEDULE OF ORIENTATION OF FRESH STUDENTS
(FACE-TO-FACE)
27TH – 28TH JANUARY, 2025
VENUE: TESANO, MAIN CAMPUS, ACCRA

DAY 1: MONDAY 27TH, JANUARY 2025

No.	Tasks	Responsibility	TIME & VENUE			
			GREAT HALL (1st Session - FoCIS, IS & IT Students) 8:30 am – 12:00 pm)	EVA VON HIRSCH (All Business School Students) 8:30 am – 12:00 pm)	FLORENCE ONNY (All FoE Students) 8:30 am – 12:00 pm)	GREAT HALL (2nd Session - FoCIS, CS & MPC Students) 12:30 pm – 3:50 pm
1	**Reporting Time**	-	8:30 am	8:30 am	8:30 am	12:30 pm
2	**Opening Prayer**	Chaplaincy	Chaplaincy 8:50 am	Chaplaincy 8:50 am	Chaplaincy 8:50am	ICTD 12:50 pm
3	**University Anthem**	ICTD	ICTD 9:00 am	ICTD 9:00 am	ICTD 9:00 am	ICTD 12:55 pm
4	**Welcome Address**	DEANS	Dean of Faculty 9:05 am – 9:20 am	Dean of Faculty 9:05 am – 10: 20 am	Dean of School 9:05 am – 10:20 am	DEAN, FoCIS 1:00 pm – 1:15 pm
5	**Online Learning Management System**	COLT	COLT 9:20 am – 9: 35 am	Library 9:20 am – 9: 35 am	Exams 9:20 am – 9: 35 am	COLT 1:15 pm – 1: 30 pm
6	**Library & Accessing Available Resources**	Library	Library 9:35 am – 9: 50 am	COLT 9:35 am – 9: 50 am	Finance 9:35 am – 9: 50 am	Library 1:30 pm – 1: 45 pm
7	**Conduct of University Examinations**	Academic Affairs Directorate	Exams 9:50 am – 10: 05 am	Finance 9:50 am – 10: 05 am	COLT 9:50 am – 10: 05 am	Exams 1:45 pm – 2: 00 pm
8	**School Fees Payment System and Student Accounts**	Finance Directorate	Finance 10:05 am – 10:20 am	Exams 10:05 am – 10:20 am	Library 10:05 am – 10:20 am	Finance 2:00 pm – 2:15 pm

9	**Student Registration and Result Portal**	Software Unit	Software Unit 10:20 am – 10:35 am	ICTD 10:20 am – 10:35 am	General Administration 10:20 am – 10:35 am	Software Unit 2:15 pm – 2:30 pm
10	**Student E-mail System**	ICTD	ICTD 10:35 am – 10:50 am	General Administration 10:35 am – 10:50 am	Software Unit 10:35 am – 10:50 am	ICTD 2:30 pm – 2:45 pm
11	**Classroom Management and Campus Security**	General Administration & Operations Directorate	General Administration 10:50 am – 11:05 am	Software Unit 10:50 am – 11:05 am	ICTD 10:50 am – 11:05 am	General Administration 2:45 pm – 3:00 pm
12	**Student Matters and Associations**	Office of the Dean of Student Affairs	Student Affairs 11:05 am – 11:20 am	Academic Affairs 11:05 am – 11:20 am	Quality Assurance 11:05 am – 11:20 am	Student Affairs 3:00 pm – 3:15 pm
13	**Students' Academic Support (Records)**	Academic Affairs Directorate	Quality Assurance 11:20 am - 11: 35 am	Student Affairs 11:20 am - 11: 35 am	Records 11:20 am - 11: 35 am	Records 3:15 pm - 3: 30 pm
14	**Quality Assurance**	Quality Assurance & Promotion Directorate	Academic Affairs 10:35 am – 10:50 am	Quality Assurance 10:35 am – 10:50 am	Student Affairs 10:35 am – 10:50 am	Quality Assurance 3:30 pm – 3:45 pm
15	**Closing Prayer**	Chaplaincy	12:00 pm	12:00 pm	12:00 pm	3:50 pm

* **FoCIS:** Faculty of Computing & Information Systems
* **IS:** Information Systems
* **IT:** Information Technology
* **FoE:** Faculty of Engineering
* **ICTD:** Information Communication Technology Directorate
* **COLT:** Centre for Online Learning & Teaching

NOTE:

DAY 1: 1ST SESSION
1. **ALL** students admitted to programs in the Information Systems (IS) and Information Technology (IT) departments, under the Faculty of Computing and Information Systems (FoCIS), are required to be seated at the **Great Hall, Block C (C1A, C1B, & C1C)** by **8:30 a.m**. **The program will commence at 8:50 a.m. and ends at 12:00 p.m.**
2. **ALL** students admitted to programmes under the GCTU Business School and Faculty of Engineering (FoE), are required to be seated by **8:30 am** at the **Florence Onny** and **Eva Von Hirsch Auditorium respectively. The program will commence at 8:50 am and ends 12:00 pm.**
3. Directorates, Departments, Units and Centres assigned presentation slots are entreated to adhere strictly to their allocated time accordingly.

DAY 1: 2ND SESSION

ALL students admitted into programmes in the Computer Science (CS) and Mobile & Pervasive Computer (MPC) Departments under the Faculty of Computing and Information Systems (FoCIS) shall be seated by 12:30 pm at the **Great Hall of Block C (C1A, C1B & C1C). The program starts at 12:30 pm and ends 3:50 pm.**

DAY 2: TUESDAY 28TH JANUARY, 2025

FACULTY ORIENTATION

No.	Tasks	Responsibility
**FACULTY OF COMPUTING AND INFORMATION SYSTEMS** **Venue: Great Hall (Block C – C1A, C1B, C1C)** **1st Session: Students of IS & IT Departments (9 : 00 am – 11 : 00 am)** **2nd Session: Students of CS & MPC Departments (11 : 00 am – 1 : 00 pm)**	
1	**Welcome Address**	Dean of Faculty
2	**Presentation by Departments**	HoD, Information Technology
		HoD, Computer Science
		HoD, Mobile & Pervasive Computing
3		All
**FACULTY OF ENGINEERING (9 : 00 am – 11: 00 am)** **Venue: Florence Onny Auditorium** **All Students of Engineering Faculty**	
1	**Welcome Address**	Dean of Faculty
2	**Presentation by Departments**	HoD, Electrical & Electronic Engineering
		HoD, Computer Engineering
		HoD, Telecommunication Engineering
3	**Questions & Answers**	All
**GCTU BUSINESS SCHOOL (9:00 am – 11: am)** **Venue: Eva Von Hirsch Auditorium** **All Students of GCTU Business School**	
1	**Welcome Address**	Dean of School
2	**Presentation by Departments**	HoD, Marketing
		HoD, Accounting, Banking and Finance
		HoD, Procurement, Logistics & Supply Chain Management
		HoD, Management Studies
		HoD, Economics
3	**Questions & Answers**	All