

Date	Time	Session	Facilitators	Venue	Groups
<b>Wednesday August 26, 2015</b>	9:00 a.m.	Welcome Assembly – All staff required to be present	J. Allen & O. Bowens	Assembly area	ALL
	10:00 a.m. – 12 p.m.	<p>Programmes meet with Programme Coordinators, Lecturers and Heads of Departments;</p> <p>Session to be immediately followed by campus tours.</p>	<p>Programme Coordinators, Lecturers &amp; HODs</p> <p>Two final year formally uniformed students per programme</p>	<p>Refrigeration Classroom</p> <p>Room 201</p> <p>Room 108</p> <p>Computer Lab 2</p> <p>Drawing Room</p> <p>Room 101</p> <p>Room 104/5</p> <p>Room 103</p>	<p>Refrigeration and Air Conditioning Technology</p> <p>Automotive Repairs Technology</p> <p>Mechanical Engineering Technology</p> <p>Agricultural Science and Entrepreneurship</p> <p>Architecture and Building Construction Technology</p> <p>Hospitality Studies</p> <p>Travel and Tourism</p> <p>Culinary Arts</p>

				Room 110	Business Studies: Accounting
				Room 112	Business Studies: Sales and Marketing
				Room 113	Entrepreneurship and Small Business Management
				Room 109	Electrical Engineering Technology
				Room 200	ICT
				Computer Lab 4	Computer and Electronics Technology
	12 – 1 p.m.	<b>LUNCH</b>			
	1:00 – 1:30 p.m.	Library Orientation	Library Staff	DTVE Library	Entrepreneurship and Small Business Management

					& Business Studies: Accounting
	1:30 – 2 p.m.	Library Orientation	Library Staff	DTVE Library	Business Studies: Sales and Marketing
	2 – 2:30 p.m.	Library Orientation	Library Staff	DTVE Library	Hospitality Studies
	2:30 – 3 p.m.	Library Orientation	Library Staff	DTVE Library	Agricultural Science and Entrepreneurship & Culinary Arts
	3 – 3:30 p.m.	Library Orientation	Library Staff	DTVE Library	Travel and Tourism
<b>Thursday August 27, 2015</b>	8:30 – 9 a.m.	Library Orientation	Library Staff	DTVE Library	Architecture and Building Construction Technology & Mechanical Engineering Technology
	8:30 a.m. – 12 p.m.	Student ID Photos to be taken	Rogers Photo Studio	Computer Lab 1, DTVE	<b>Department of Hospitality and Agriculture ONLY</b>

		Payment of Registration Fees	Bursar's Assistants	Bursar's Office, Villa Campus	<b>Department of Hospitality and Agriculture ONLY</b>
		Submit Registration Documents	Registrar's Office	Registrar's Office, Villa Campus	<b>Department of Hospitality and Agriculture ONLY</b>
	9 – 9:30 a.m.	Library Orientation	Library Staff	DTVE Library	Refrigeration and Air Conditioning Technology & Electrical Engineering Technology
	9:30 – 10 a.m.	Library Orientation	Library Staff	DTVE Library	Automotive Repairs Technology & Computer Repairs Technology
	12 – 1 p.m.	<b>LUNCH</b>			
	1 – 3 p.m.	Student ID Photos	Rogers Photo Studio	Computer Lab 1, DTVE	<b>Department of Business and General Studies ONLY</b>

		Payment of Registration Fees	Bursar's Assistants	Bursar's Office, Villa Campus	<b>Department of Business and General Studies ONLY</b>
		Submit Registration Documents	Registrar's Office	Registrar's Office, Villa Campus	<b>Department of Business and General Studies ONLY</b>
<b>Friday August 28, 2015</b>	8:30 a.m. – 12 p.m.	Student ID Photos	Rogers Photo Studio	Computer Lab 1	<b>Department of Engineering ONLY</b>
		Payment of Registration Fees	Bursar's Assistants	Bursar's Office, Villa Campus	<b>Department of Engineering ONLY</b>
		Submit Registration Documents	Registrar's Office	Registrar's Office, Villa Campus	<b>Department of Engineering ONLY</b>
	1 – 3 p.m.	Student ID Photos	Rogers Photo Studio	Computer Lab 1	<b>Late registrants</b>