



**ORIENTATION SCHEDULE FOR FRESH GRADUATE AND
UNDERGRADUATE STUDENTS FOR 2024/2025 ACADEMIC YEAR
(REGULAR)**

S/N	DATE	TIME	ACTIVITY
1.	Monday, January 20, 2025	8:00 am -5:00 pm	Verification of certificates/ result slips and registration of courses
2.	Tuesday, January 21, 2025	8:00 am -5:00 pm	Verification of certificates/ result slips and registration of courses
3.	Wednesday, January 22, 2025	8:00 am - 12:00 pm	General Orientation for Undergraduate Students
4.	Wednesday, January 22, 2025	2:00 pm - 5:00 pm	General Orientation for Graduate Students
5.	Thursday, January 23, 2025	<i>Contact your various Faculties</i>	Faculty Orientation
6.	Friday, January 24, 2025	<i>Contact your various Departments</i>	Departmental Orientation
7.	Saturday, January 25, 2025	9:00 am– 12:00 pm	Weekend and Evening Orientation Programme for (Undergraduate and Graduate) Students





**ORIENTATION PROGRAMME FOR FRESH UNDERGRADUATE
STUDENTS FOR 2024/2025 ACADEMIC YEAR (REGULAR)**

VENUE	TIME	PROGRAMME
		MORNING SESSION, WEDNESDAY 22ND JANUARY, 2025
CEREMONIAL GROUNDS	8:30 am	Opening Ceremony: <ol style="list-style-type: none">1. Opening Prayer2. Introduction of Chairperson, Vice-Chancellor and other Senior Members by Director of Public Affairs, Mr. Micheal K. Twum- Ampomah3. Chairman's Address by Ag. Vice Dean of Student Affairs, Dr. Joseph Antwi Baafi
	9:00 am	Welcome Address by Vice-Chancellor, Prof. Fredrick Kwaku Sarfo (PhD)
	9:10 am	Academic Counselling, Pro-Vice Chancellor, Prof Isaac Boateng
	9:25 am	The Environment for Teaching and Learning by Registrar, Mr. Augustus K. Brew
	9:35 am	Procedure for payment of fees /Scholarships and Government Bursary for Students, by Director of Finance Dr. Jeff Danquah Boakye
	9: 45 am	Academic Rules and Regulations/Services by Deputy Director Administration, Admissions, Mr. Daniel Konin
	9: 55 am	Library Services in the University by Librarian, Dr. Christopher M. Owusu-Ansah
	10:15 am	Medical Examinations and Health Services by Ag. Deputy Director of Health Services, Dr. George Wireko Brobby Bonsu (MD)
	10: 25 am	Guidance and Counselling Services by Coordinator, Guidance and Counselling Centre, Mrs. Gertrude Effeh Brew
	10: 40 am	Prevention of domestic fire outbreaks by Ghana National Fire Service
	11: 00 am	Recreation and Sports by Ag. Director of Sports, Mr. Julius Baba Apidogo
	11: 10 am	Campus Security Services by Head of Security, Mr. Hayford S. Agyemeng
	11: 20 am	Accessing Student Loan by Rep. from Student Loan Trust Fund
	11: 30 am	Time with SRC
11: 40 am	Closing Remarks by Chairman	





**ORIENTATION PROGRAMME FOR FRESH GRADUATE STUDENTS FOR
2024/2025 ACADEMIC YEAR**

VENUE	TIME	PROGRAMME
		AFTERNOON SESSION, WEDNESDAY 22ND JANUARY, 2025
NEW AUDITORIUM	2:00 pm	Opening Ceremony: 1. Opening Prayer 2. Introduction of Chairperson, Vice-Chancellor and other Senior Members by Director of Public Affairs, Mr. Micheal K. Twum-Ampomah , 3. Chairman's Address by Ag. Vice Dean of Student Affairs, Dr. Joseph Antwi Baafi
	2:20 pm	Welcome Address by Vice-Chancellor, Prof. Fredrick Kwaku Sarfo (PhD)
	2:30 pm	Academic Counselling, Pro-Vice Chancellor, Prof Isaac Boateng
	2:45 pm	The Environment for Teaching and Learning by Registrar, Mr. Augustus K. Brew
	2: 55 pm	Procedure for payment of fees /Scholarships and Government Bursary for Students, by Director of Finance Dr. Jeff Danquah Boakyeh
	3:10pm	Post Graduate Academic Rules and Policies, Dean of Graduate Studies, Prof Humphrey Danso
	3:25 pm	Library Services in the University by Librarian, Dr. Christopher M. Owusu-Ansah
	3:40 pm	Medical Examinations and Health Services by Ag. Deputy Director of Health Services, Dr. George Wireko Brobby Bonsu (MD)
	3:50 pm	Graduate Research Thesis and Publications, by the Ag. Director, Directorate of Research, International Programmes and Institutional Advancement (DRIPIA), Prof. Ebenezer Bonyah
	4:00 pm	Campus Security Services by Head of Security, Mr. Hayford S. Agyemeng
4:10 pm	Time with GRASSAG	
4: 20pm	Closing Remarks by Chairman	





FACULTY ORIENTATION

Thursday, January 23, 2025

GENERAL ACTIVITIES FOR ALL FACULTIES

1. Introduction of Deans, HOD, Exam Officers and other Faculty Officers
2. Introduction of programmes/courses at the Faculty
3. Course Registration
4. Various Faculty rules and regulation
5. Channel of Communication in the University
6. Time with Faculty Librarian
7. Open Forum: Questions and Answers on all issues
8. Networking
9. Any other activities planned by the Faculties

SCHEDULES FOR THE VARIOUS FACULTIES

1st Section: 8:00 am – 11:00 am

FACULTY	VENUE
FASME	- Ceremonial Grounds
FTE/FET	- New Auditorium
FVE	- NLB SF

2nd Section: 12:00 pm – 2:00 pm

FACULTY	VENUE
FBE	- Ceremonial Grounds
FECS	- NLB SF





Departmental Orientation

Friday, January 24, 202

GENERAL ACTIVITY FOR ALL DEPARTMENTS

1. Student Portal Issues (Registration, Fees Payment, Exam results)
2. Logging into Online learning Platform
3. Time Table Explanation
4. Registration of LinkedIn Accounts
5. Citation and Referencing- Library
6. Course Registration
7. Meet your Academic Counsellors: Counsellors should organize campus tour with their students.

Departmental Orientation Schedules

1st Section 8:00 am – 10:00 am

<i>Department</i>	<i>Venue</i>
Department of Information Technology Education	Ceremonial Grounds
Department of Construction Tech Education	NFB GF
Department of Mathematics Edu.	NFB FF
Department of Accounting Education	NLB SF
Dep't of Human Resource & Bus. Strategy	New Auditorium





2nd Section 10:30am – 12:30pm

Department of Management Education	Ceremonial Grounds
Institute of Entrepreneurship	NFB GF
Department of Civil Engineering	NFB FF
Department of Wood Science and Technology Education	New Auditorium

3rd Section 1:00 pm – 3:00 pm

<i>Department</i>	<i>Venue</i>
Department of Economics	NLB SF
Department of Interdisciplinary	Ceremonial Grounds
Department of Languages Edu.	New Auditorium
Department of Fashion Design and Textile	NFB FF
Dep't of Electrical and Electronics Tech. Edu.	ROB 23
Department of Hospitality and Tourism Edu.	NFB GF
Dep't of Mechanical and Automotive Tech. Edu	ROB 24





**ORIENTATION SCHEDULE FOR FRESH UNDERGRADUATE STUDENTS
FOR 2024/2025 ACADEMIC YEAR (EVENING AND WEEKEND)**

VENUE	TIME	PROGRAMME
MORNING SESSION, SATURDAY 25TH JANUARY, 2025		
NEW LECTURE BLOCK SECOND FLOOR	9: 00 am	Opening Ceremony: 1. Opening Prayer 2. Introduction of Chairperson, Vice-Chancellor and other Senior Members by Director of Public Affairs, Mr. Micheal K. Twum- Ampomah 3. Chairman's Address by Ag. Dean of Student Affairs, Dr. Joseph Antwi Baafi
	9:30am	Welcome Address by Vice-Chancellor, Prof. Fredrick Kwaku Sarfo (PhD)
	9:40am	Academic Counselling, Pro-VC, Prof Isaac Boateng
	9:55 am	The Environment for Teaching and Learning by Registrar, Mr. Augustus K. Brew
	10:10 am	Procedure for payment of fees /Scholarships and Government Bursary for Students, by Director of Finance Dr. Jeff Danquah Boakye
	10: 20 am	BREAK OUT SESSION
	10: 25 am	Academic Rules and Regulations/Services by Deputy Director Administration, Admissions, Mr. Daniel Konin
	10: 40 am	Library Services in the University by Librarian, Dr. Christopher M. Owusu-Ansah
	10:55 am	Medical Examinations and Health Services by Ag. Deputy Director of Health Services, Dr. George Wireko Brobby Bonsu (MD)
	11: 10 am	Guidance and Counselling Services by Coordinator, Guidance and Counselling Unit
	11:25 am	Prevention of domestic fire outbreaks by Ghana National Fire Service
	11:40 am	Recreation and Sports by Ag. Director of Sports, Mr. Julius Baba Apidogo
	11: 55 am	Campus Security Services by Head of Security, Mr. Hayford S. Agyemeng
	12: 10 pm	Accessing Student Loan by Rep. from Student Loan Trust Fund
	12: 25 pm	Time with SRC
12: 30 pm	Closing Remarks by Chairman	





**ORIENTATION SCHEDULE FOR FRESH GRADUATE STUDENTS FOR
2024/2025 ACADEMIC YEAR (EVENING AND WEEKEND)**

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	11: 55 am	Campus Security Services by Head of Security, Mr. Hayford S. Agyemeng
	12: 10 pm	Time with GRASAG
12: 15 pm	Closing Remarks by Chairman	





**AKENTEN
APPIAH-MENKA
UNIVERSITY**
*of Skills Training and Entrepreneurial
Development*

**OFFICE OF THE
DEAN OF STUDENTS AFFAIRS**



www.aamusted.edu.gh

deanofstudentsaffairs@aamusted.edu.gh | +233 205111915 | +233 204743348

Mailing Address: P. O. Box 1277, Kumasi, Ghana

Campus Address: AK 644-6263