

UNIVERSITY OF DAR ES SALAAM



MKWAWA UNIVERSITY COLLEGE OF EDUCATION

**JOINING INSTRUCTIONS AND INFORMATION FOR UNDERGRADUATE
DEGREE PROGRAMMES FRESHERS 2026/2027**

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

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LIST OF ABBREVIATIONS AND ACRONYMS

ACA	Academic Advisor
AIDS	Acquired Immune Deficiency Syndrome
ARIS 3.0	Academic Registration Information System 3.0
ICT	Information and Communication Technologies
DARUSO	Dar es Salaam University Students' Organization
DSS	Directorate of Students Services
DUS	Directorate of Undergraduate Studies
HESLB	Higher Education Students' Loan Board
HIV	Human Immune Virus
ICT	Information and Communication Technologies
ID	Identity Card
JKLT	Jakaya Kikwete Lecture Theatre
MUCE	Mkwawa University College of Education
NHIF	National Health Insurance Fund
NIDA	National Identification Authority
NIN	National Identification Number
OMRS	Online Membership Registration System
SELT	Solomon Eliufoo Lecture Theatre
TCU	Tanzania Commission for Universities
UDSM	University of Dar es Salaam
VCT	Voluntary Counselling and Testing

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1.0 INCOMING STUDENTS

Congratulations to all newcomers!

Welcome to the Mkwawa University College of Education (MUCE) (*A Constituent College of the University of Dar es Salaam*), 2026/2027 intake! You are embarking on a long and essential part of your academic life and we are delighted to assist to make your life easier, enjoyable and successful. We are therefore pleased to introduce you to the MUCE Community.

MUCE is pleased to communicate the following important information to all first-year students admitted into various undergraduate degree programmes offered at this College for the 2026/2027 Academic Year.

MUCE is located in the Southern Highlands of Tanzania in Iringa Municipality, about 3 Kilometres from the Municipal Centre and about 13 kilometres from Igumbilo Bus Terminal.

Prospective students arriving at MUCE will be guided by **Admission Officer** and **other appointed personnel**. Upon their arrival, all prospective students will be provided with more information on such aspects as health, accommodation, safety and security, library services, shopping, recreational and transport services.

2.0 IMPORTANT ITEMS FOR REGISTRATION

All students should have the following items for registration:

- i. Three coloured passport-size photographs (blue background).
- ii. Admission letter indicating a student's registration number and form IV index number.
- iii. O-level and A-Level/Diploma Certificates
- iv. Birth Certificate
- v. Three copies of registration forms duly filled with the student's information.
- vi. 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.
- vii. National Identification Number (NIN) from NIDA
- viii. International students should bring certificates issued by their respective examination Boards and not testimonials from their Secondary School Headmasters/Headmistresses.

All students are required to have NIN in order to join the Health Insurance of NHIF by registering through their **ARIS 3.0** accounts. Each student is required to create a **control number** on NHIF section and pay the required amount of **Tshs 50,400/=** as annual contribution. Those dependants who are below 21 years using their parents' insurance are required to visit NHIF office with Admission letter to activate their membership. Remember, you will be given a treatment token worth 400,000. Once the amount has been fully used, you will need to renew the token by making another payment of 50,400.

3.0 ORIENTATION WEEK

Report to the College on **Saturday 17th October 2026** ready for orientation week, which is expected to start on Monday 19th October 2026. There will be addresses as per orientation timetable and registration process from 8.00 a.m to 4.00 p.m at Jakaya Kikwete Lecture Theatre.

4.0 ADMISSION LETTERS

Admission letters can be downloaded from the Admission Account. You will only need your username and password to access your account at <https://udsm.admission.ac.tz>

5.0 ARRIVING AT MUCE

Prospective students selected to join MUCE Campus should report to the College on **17th October 2026**. There will be Guides (in uniforms and name tags) at **Kihesa Bus** stand and **Igumbulo Bus Terminal** to guide you on how to reach MUCE.

You are encouraged to contact the Team leader at **0753469546** for more information. *You are further encouraged to **AVOID** contacting any person who has not been identified in this joining instruction.*

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

- i. The Guides at the campus (Main car parking) will 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 after arriving at the main car parking (MUCE administration block) will be advised where to put their luggage while other process of registration and identification continues.
- iv. Upon arrival, each prospective student will be required to take photo at ICT room located in Jakaya Kikwete Lecture Theatre building to facilitate the preparation of Student ID cards. The Student ID will be issued to you once you have completed the registration process.

6.0 PAYMENT COMPLIANCE

Prospective Higher Education Students Loans Board (HESLB) and privately 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 (ARIS 3.0) 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*).

6.1 Fee Structure and Direct Costs for the 2026/2027 Academic Year

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

Table 1: Fees Payable by Students

SN	Degree Programme	Programme Code	Faculty	Department	Tuition Fee	
					Tanzanians (TZS)	International Students (TZS)
1.	Bachelor of Science with Education (BScED)	UDM03	Science	-	1,300,000	7,155,000
2.	Bachelor of Arts with Education (BAED)	UDM04	Humanities & Social Sciences	-	1,000,000	5,565,000
3.	Bachelor of Science in Chemistry (BScChem)	UDM05	Science	Chemistry	1,300,000	7,155,000
4.	Bachelor of Arts in Historic Archives and Heritage Studies (BAHAHS)	UDM06	Humanities and Social Sciences	History, Political Science and Development Studies	1,300,000	7,155,000
5.	Bachelor of Science in Data Science and Artificial Intelligence (BScDSAI)	UDM07	Science	Mathematics, Physics and Informatics	1,500,000	9,275,000
6.	Bachelor of Science in Environmental Health and Sustainability (BScEHS)	UDM08	Science	Biological Sciences	1,300,000	7,155,000
7.	Bachelor of Science in Climate Change and Natural Resources Management (BScCNRM)	UDM09	Humanities and Social Sciences	Geography and Economics	1,300,000	7,155,000

8.	Bachelor of Science Chemical Sciences (BScCS)	UDM10	Science	Chemistry	1,300,000	7,155,000
9.	Bachelor of Science in Food Biotechnology (BScFB)	UDM11	Science	Biological Sciences	1,300,000	7,155,000
10.	Bachelor of Arts in Interpretation and Translation (BATI)	UDM12	Humanities and Social Sciences	Language and Literature	1,000,000	5,565,000
11.	Bachelor of Arts in Literary Studies and Creative Writing (BALC)	UDM13	Humanities and Social Sciences	Language and Literature	1,000,000	5,565,000

N.B: In addition to the payment of tuition fees, all students are required to pay direct university costs amounting to **TZS 260,400.00** for Tanzanians and **TZS 298,300.00** for International students, as specified in Table 2.

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

SN	Cost Item	Tanzanians (TZS)	International Students (TZS)
1.	Graduation charges	80,000	106,000
2.	Student Union Fee	10,000	39,750
3.	Student IDs	15,000	21,200
4.	Registration charges (Per registration)	10,000	13,250
5.	Examination Fee	30,000	39,750
6.	Medical Capitation Fee (NHIF)	50,400	50,400
7.	ICT Services/ ICT Development charges	20,000	26,500
8.	Library Services cost	15,000	21,200
9.	Sports Services	10,000	13,250
10.	TCU/QAF	20,000	20,000
	Total	260,400	298,300

6.2 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 (TZS)
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.

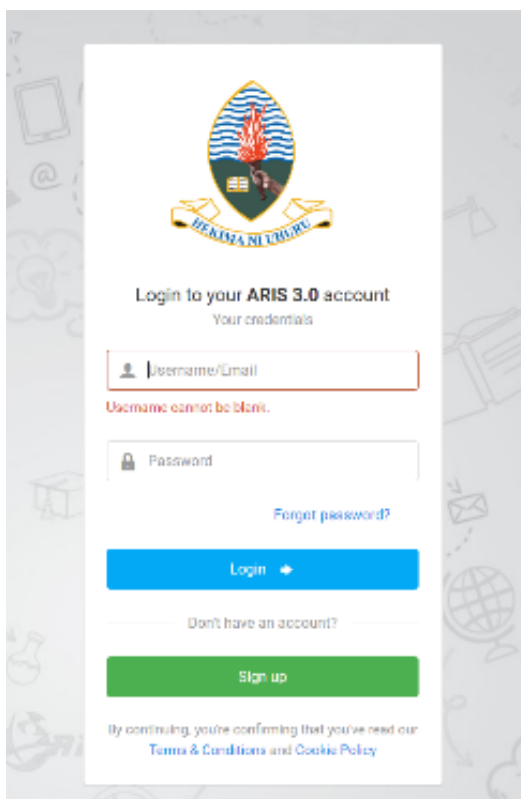
7.0 REGISTRATION AND PAYMENTS OF FEES AND OTHER UNIVERSITY DIRECT COSTS PROCEDURES

All newly admitted undergraduate students should note that the payment of tuition fees and other Direct University Costs **MUST** be made using **CONTROL NUMBERS** obtained from ARIS 3.0. ARIS 3.0 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.

7.1 Creating ARIS 3.0 account

Step 1: Open your web browser

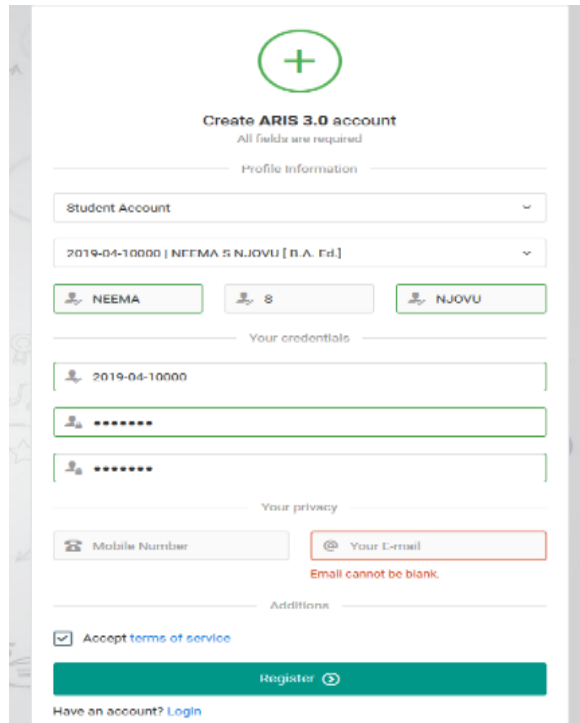
Step 2: In the address field type in the URL (address) of the ARIS 3.0 <https://aris3.udsm.ac.tz/index.php> see login screen.



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**.

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



The screenshot displays the 'Create ARIS 3.0 account' web form. At the top, there is a green circular icon with a white plus sign. Below it, the title 'Create ARIS 3.0 account' is followed by the instruction 'All fields are required'. The form is organized into sections: 'Profile Information' contains a dropdown for 'Student Account', a dropdown for '2019-04-10000 | NEEMA S NJOVU [N.A. Ed]', and three buttons labeled 'NEEMA', 'S', and 'NJOVU'. The 'Your credentials' section has three input fields for registration number, password, and confirm password, each with a user icon. The 'Your privacy' section includes input fields for 'Mobile Number' and 'Your E-mail', with a red error message 'Email cannot be blank.' below the email field. The 'Additional' section at the bottom features a checked checkbox for 'Accept terms of service' and a large green 'Register' button with a circular arrow icon. A link 'Have an account? Login' is located at the very bottom.

Create ARIS 3.0 account
All fields are required

Profile Information

Student Account

2019-04-10000 | NEEMA S NJOVU [N.A. Ed]

NEEMA S NJOVU

Your credentials

2019-04-10000

Your privacy

Mobile Number

Your E-mail

Email cannot be blank.

Additional

☒ Accept terms of service

Register

Have an account? [Login](#)

Step 2.4: The activation link is sent to your e-mail open it and click the activation link to activate your account.

Step 2.5: Now, the student can log in using his/her **Registration Number** as username and the **password created in Step 2** as the login password.

7.2 Changing the Password

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

The screenshot displays the ARIS3 student portal interface. The browser address bar shows the URL: <https://aris3.udsm.ac.tz/index.php?r=student%2Fmy-profile%2Fedit>. The page header includes the ARIS3 logo, a navigation menu with 'ONLINE' and 'DSM ON' status, and the current academic year '2021/22'. The user's registration number '2019-04-10000' is visible in the top right corner. The main content area features a 'Change Password' form with a red border. The form is titled 'Security Information' and contains fields for 'Username' (2019-04-10000), 'Default Language' (a dropdown menu), 'Mobile Number' (25573838383), and 'Email Address' (daddd@yahoo.com). There are 'Save' and 'Cancel' buttons at the bottom of the form. To the right of the form, there is a section for 'Basic Information' showing the user's details: '2019-04-10000 | NJOVU, NEEMA S', 'In Progress Student', and a list of social media icons. The left sidebar contains a navigation menu with options like 'Dashboard', 'My Profile', 'Registration', 'Academics', 'Graduation', 'Payments', 'Accommodation', 'MISC', and 'Reports'.

7.3 Forgot Password

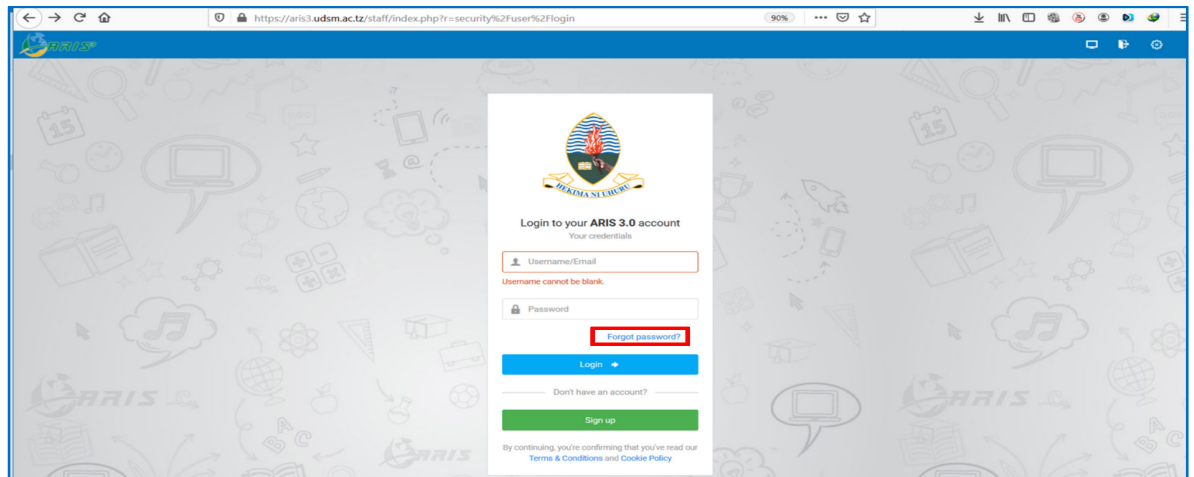
Students must initiate the process by clicking on **Forgot the Password?** Then the system will take four (4) important steps to recover the user account password as follows:

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.

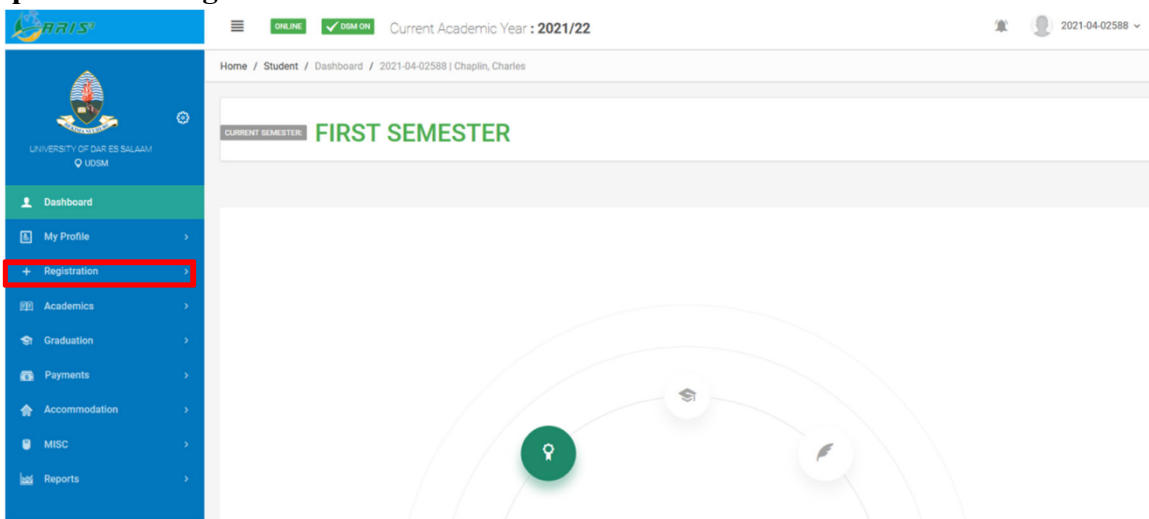


7.4 Registration

To open the registration module window:

- Click on the Registration tab displayed in the main menu. A drop-down menu will appear listing the current Modules provided by ARIS 3.0.
- Click on the My Registration option.

Step 1: Click Registration



Step 2: Select My Registration

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

My Registration Status for Academic Year: 2021/22

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

INVOICE-1234578
Fri, 17 Dec 2021

From : University of Dar es Salaam
Ubungu Dar es salaam
P.O. Box 35091
Phone: +255282622868
Email: info@udsm.ac.tz

To : Mfinanga, Shamila Issa
Reg# 2021-04-06824
Bachelor of Arts with Education (BA,ED) | 1st Year
P O BOX170 MOSHI
Phone: 255657801642
Email: shamilamfinanga71@gmail.com

1. Direct Cost

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

Step 3: View the billed Invoice



UNPAID
INVOICE-1234578
 Fri, 17 Dec 2021

From : University of Dar es Salaam

To : Theophil, Asela Abela

Ubungo Dar es salaam
 P.O. Box 35091
 Phone: +2552282622868
 Email: info@udsm.ac.tz

Reg# 2020-04-12117
 Bachelor of Arts with Education (Chinese and English Language) (BAED(Chin & Eng Lang)) | 2nd Year
 Phone: (Not Set)
 Email: (Not Set)

1. Direct Cost

#	Item	Original Amount	Waived Amount	Sponsored Amount	Transferred Amount	Total Amount	Control#
1	Student Union Fee	5,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	5,000.00 TZS	(No bill was found)
2	Examination Fee	12,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	12,000.00 TZS	(No bill was found)
3	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)
4	Registration Fee	5,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	5,000.00 TZS	(No bill was found)
5	Identification Card	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

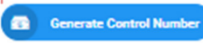
#	Item	Original Amount	Waived Amount	Sponsored Amount	Transferred Amount	Total Amount	Control#
1	Tuition Fee	500,000.00 TZS	0.00 TZS	500,000.00 TZS	0.00 TZS	0.00 TZS	(No bill was found)

Subtotal : 500,000.00 TZS
 Discount : 500,000.00 TZS
 Total : 0.00 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 : 547,000.00 TZS
 Discount : 500,000.00 TZS
 Grand Total : 47,000.00 TZS



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 the student has valid card. If No, the student should apply for a card.

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

My Registration Status for Academic Year: 2021/22

Invoice NHIF Direct Cost Fee Payments Confirmation

Hello Daudi, Veneranda Melickzedek (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](#)

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My Registration Status for Academic Year: 2021/22

Invoice NHIF Direct Cost Fee Payments Confirmation

Hello Daudi, Veneranda Melickzedek (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
S2530-0102-2015	Single	255684861687	101102436754

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

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



UNIVERSITY OF DAR ES SALAAM
UDSM

- Dashboard
- My Profile
- Registration
- My Registration
- My Programme Transfer
- Academics
- Graduation
- Payments
- Accommodation
- MISC
- Reports

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

My Registration Status for Academic Year: 2021/22

1 Invoice

2 NHIF

3 Direct Cost

4 Fee Payments

Congratulations, Your NHIF Card Application Request has been accepted

- Batch Number: 4000820/2021/2022/491183118
- Identification Number: 702501205
- Card Number: 101702501205
- Control Number: 994000804594
- Payment Amount: TZS50,400
- Is Paid: no [Load Feedback](#)

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Step 3.2 View Direct Costs



UNIVERSITY OF DAR ES SALAAM
UDSM

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- My Registration
- My Programme Transfer
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- Graduation
- Payments
- Accommodation
- MISC
- Reports

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

My Registration Status for Academic Year: 2021/22

1 Invoice

2 NHIF

3 Direct Cost

4 Fee Payments

5 Certificates Verification

6 Medical Checking

7 Confirmation

#	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 TZS

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Step 3.3 View Fee Payment Details



UNIVERSITY OF DAR ES SALAAM
UDSM

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- MISC
- Reports

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

My Registration Status for Academic Year: 2021/22

Invoice

NHIF

Direct Cost

Fee Payments

5

6

7

#	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 TZS

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Step 3.4 Certificate Verification



UNIVERSITY OF DAR ES SALAAM
UDSM

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- Registration**
- My Registration
- My Programme Transfer
- Academics
- Graduation
- Payments
- Accommodation
- MISC
- Reports

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

My Registration Status for Academic Year: 2021/22

Invoice

NHIF

Direct Cost

Fee Payments

Certificates Verification

6

7

#	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

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Step 3.5 Medical Verification

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

My Registration Status for Academic Year: 2021/22

Invoice NHIF Direct Cost Fee Payments Certificates Verification Medical Checking Confirmation

#	Document Name	Verification Status
1	Medical Examination Form	✓ Verified

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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.

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

My Registration Status for Academic Year: 2021/22

Invoice NHIF Direct Cost Fee Payments Certificates Verification Medical Checking Confirmation

Declaration Note

> I DO HEREBY UNDERTAKE to study diligently and to seek the truth of knowledge.

> I DO HEREBY UNDERTAKE to obey all lawful authorities in the University, to observe the regulations of the University, TO EXERCISE DISCIPLINE and also to promote the good name of the University

☐ I confirm my registration

Proceed

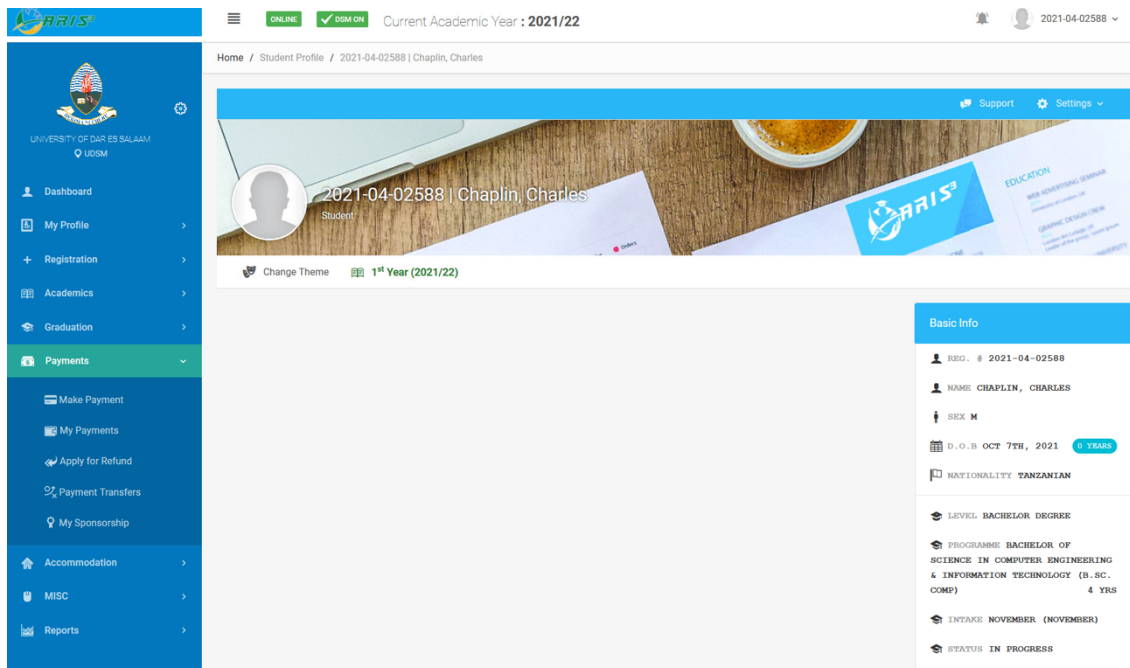
Previous Done

7.5 Payments

To open the Payment Module window:

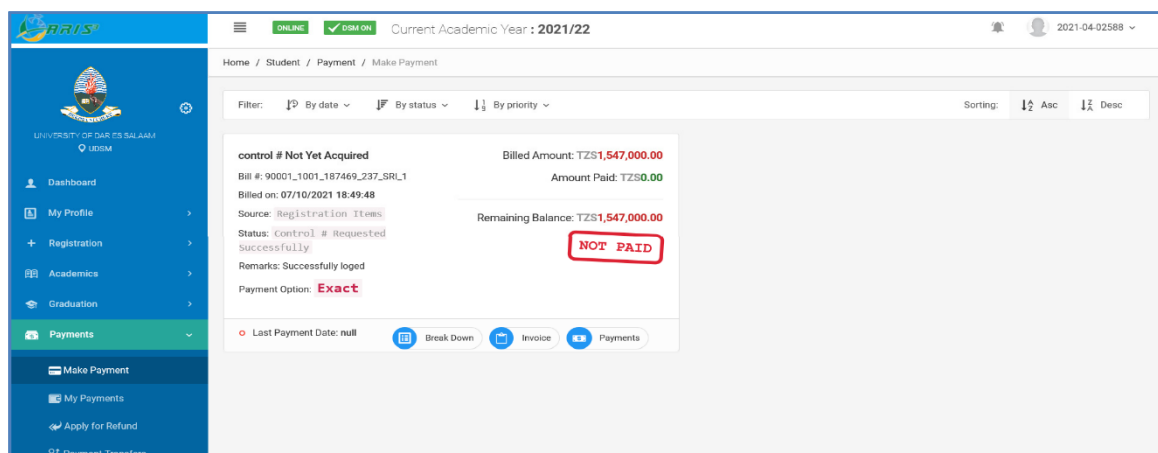
- Click on the Payments tab displayed in the main menu. A drop-down menu will appear listing the current sub-modules provided by Payments Module.
- Click on the **Make Payments** option.

Step 1: Click Payments



Step 2: Click on Make Payment

After receiving your control number from ARIS 3.0, 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 ARIS 3.0)
- ii. You can make Payment by Mobile - Money:

For those with Vodacom Number

- **Vodacom Number**

- i. Open your M-pesa by dialling *150*00#
- ii. Then choose 4: Pay by M-Pesa (Lipa kwa Mpesa)
- iii. Then choose 5: Government Payment (Malipo ya Serikali)
- iv. Then choose 1: Reference Number (Weka namba ya kumbukumbu)
- v. Enter the Reference number (Ingiza number ya kumbukumbu ya malipo): 994030XXXXXX

NB: Reference number (control Number) should be taken from your ARIS 3.0 system account at *'the make payment' button* e.g., Reference no 994030XXXXXX

- **Tigo Number**

- i. Open your Tigo-Pesa Number dialling *150*01#
- ii. Choose 4: PAY bill/(LIPA Bili,)
- iii. Choose 5: Malipo ya Serikali
- iv. Enter Reference number/ (Tafadhali ingiza namba ya malipo): 994030XXXXXX

NB: Reference number (control Number) should be taken from your ARIS 3.0 system account at *'the make payment' button* e.g. Reference no 994030XXXXXX

- **Airtel Number**

- i. **Airtel Money Number dialling *150*60#**
- ii. **Choose 5: (Lipia bili)**
- iii. **Choose 5: Malipo ya Serikali**
- iv. **Enter Reference number/Namba ya kumbukumbu ya malipo: 994030XXXXXX**

NB: Reference number (control Number) should be taken from your ARIS 3.0 system account at *'the make payment' button* e.g., Reference no 994030XXXXXX

NOTE: If Payments are successfully received, then System will automatically show that you have paid in your ARIS 3.0 account.



UNIVERSITY OF DAR ES SALAAM

UOASM

Dashboard

My Profile

Registration

Academics

Graduation

Payments

Make Payment

My Payments

Apply for Refund

Home / Student / Payment / My Payments

2021-04-06824 | MFINANGA, SHAMILA ISSA's Payments

Start Date

2020-12-21

End Date

2021-12-21

Search: Type to Filter...

Show 10 entries

#	DATE	RECEIPT #	CONTROL #	CURRENCY	PAID AMOUNT	ACTIONS
1	2021-11-09 11:15:27	96F645876FC74125B87421A190522575 Payment method: GePG	991270398076	TZS	245,000.00	 Get Receipt
2	2021-11-05 21:04:04	EC101107962515 Payment method: GePG	991270375614	TZS	10,000.00	 Get Receipt
3	2021-11-05 20:51:43	EC101107953332 Payment method: GePG	991270367761	TZS	63,000.00	 Get Receipt
TOTAL					318,000.00	

Showing 1 to 3 of 3 entries

Previous

1

Next

8.0 REGISTRATION AT THE COLLEGE

8.1 Registration Requirements

You will be required to complete three 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 that host your degree programme. You will submit to the Faculty three sets of registration forms for verification and authenticity of certificates. Registration forms are available in your admission account.

8.2 Medical Examination

You will be required to go for Medical Examination/Verification at the College Health Centre located along the Mtwivila Main Gate or any other Government Hospital. Duly filled Medical Examination forms shall be presented during registration. The College Dispensary offers Medical Examination service at a cost of 5,000/= which is payable to the College using Control numbers. Duly filled medical examination forms from other accredited Health facility should be submitted to the College Dispensary for verification without payment. The form can be downloaded from your admission account. Students with critical medical issues and/or disabilities are advised to see the Medical Officers-in-Charge for guidance. *You will be required to submit two (2) copies of dully filled medical examination forms during registration process.*

8.3 Registration of Courses

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

9.0 CHANGE OF DEGREE PROGRAMMES

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

- 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 transfer can take place no later than Friday of the fourth week after the beginning of the first semester,
- v. The application is done online at <https://aris3.udsm.ac.tz>

NOTE: Loan beneficiaries should not expect to get any additional funds from the HESLB or ZHELB if they opt to transfer to programmes with higher fees.

10.0 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 or call number 0763382233.

11.0 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).

Postponement of Academic Activities on Medical ground

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

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

NOTE: A student may be eligible for postponement after completing the registration process.

12.0 STUDENT IDENTITY CARDS

All students are supposed to present their admission letters to the ICT Unit for photograph taking. Please note that immediately after receiving admission letter, students around Iringa may come at MUCE and take photos for ID at the ICT office located at **Jakaya Kikwete Lecture Theatre**. 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 the photo taking exercise.

13.0 MEDICAL SERVICES

MUCE owns and operates a Health Centre which provides medical and health care services to students, staff members, staff families, surrounding communities and the general public. MUCE Health Centre is located within the College campus and operates for 24 hours. There are two ward wings, for male and female patients, with a 24-bed capacity. The College Health Centre accepts health Insurance of NHIF for Students.

The Health Centre serves from various units which are led by qualified staff including:

- i. Outpatient and Emergency Unit
- ii. In-patient Unit
- iii. Reproductive and Child Health Unit (RCH)
- iv. Pharmacy
- v. Laboratory
- vi. Voluntary and Counselling Unit (VCT)
- vii. Care and Treatment Clinic (CTC)

NOTE

- i. You are advised to **strictly** avoid drug abuse and excessive use of alcohol as this affects your academic performance negatively and leads to serious consequences.
- ii. HIV and AIDS remain a major public health challenge in Tanzania. The epidemic affects different population groups, with young people aged 19-24 years of reproductive age remaining particularly important in HIV prevention and control efforts. According to the Tanzania HIV Impact Survey (THIS) 2022–2023, HIV continues to affect the youth population, with the National HIV prevalence among adults aged 15 years and above estimated at approximately 4.4% of which provides important evidence on HIV prevalence, incidence, testing, treatment and viral suppression in Tanzania. Abstaining from sex, being faithful, limiting the number of the sexual partners 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 College Health Centre offers free Voluntary Counselling 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.

14.0 LOANS OFFICE

The office is responsible for coordinating financial matters for students that receive support from the government through Loans Boards. Currently, the Higher Education Students' Loans Board and the Zanzibar Higher Education Loans Board are the main government sponsors of the needy and eligible Tanzanian students in higher education.

14.1 Loan Allocation

Successful loan beneficiaries can preview their allocation status through the application portal, well known as the Student Individual Permanent Account (SIPA). Moreover, names of loan beneficiaries are always posted at the College notice boards, students are encouraged to visit the advertisement boards regularly.

For more information on the allocated amount visit your SIPA available on Loans' Board website: www.heslb.go.tz or the Students' Loan's Office at the Directorate of Undergraduate Studies Building.

14.2 Submission of Bank Particulars

No Loan shall be paid in Cash. Loan Beneficiaries are required to open their own Bank Accounts, fill and submit provided Bank particulars form to the Students' 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.

14.3 Loan Disbursement

Payments are made through the Digital Disbursement Solution (DiDiS), which you shall be required to register as soon as you report at the Campus. No student shall be paid prior to completion of the DiDiS registration.

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

the Loan shall be automatically **RETURNED** to HESLB. The amount returned shall not be paid back to a student and shall not be part of the beneficiary debt.

14.4 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 MUCE should inform the Loans Officer for guidance.

14.5 Appeals against Loan Allocation

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

NOTE: Students with inquiries or complaints are advised to visit the Students' Loans Office for clarifications 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 (AA) 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 NEEDS EDUCATION UNIT

The College recognizes its responsibility to ensure that facilities, programmes, services and activities are accessible to all students with Special Needs and disabilities. The support services provided by Special Needs Education Unit target students who are verified by authorized specialists/medical practitioners. The Special Needs Education Unit is under the Faculty of Education, located at Office Block A.

17.0 COLLEGE LIBRARY

The College Library is a Learning Resource Centre that provides a diverse University community with the information resources and services fundamental to learning, teaching, consultancy, and the general pursuit of knowledge. Generally, the library is charged with the responsibility of providing information services needed by MUCE Community and the general public. All students will be guided on how to get access to Library Services during the orientation.

NOTE

- i. Lost Books must be reported immediately
- ii. A lost Library material replacement fee shall be the current price of the item plus the fine from the end of a borrowing time of a resource and a processing fee as determined by the College Library management.
- iii. A fine for overdue special reserve items shall be Tsh. 500/= per hour per book.
- iv. If the book is found before payment only the accumulated overdue fine is charged.
- v. No refund if a book is found after payment.

Book handling

- i. Photocopy the pages you need (only 10 pages per book allowed to be photocopied).
- ii. Do not mutilate, tear or steal books.
- iii. Do not write, underline or highlight on library materials.
- iv. Food and drinks are not allowed in the library.
- v. Student shall place their phones onto the silent mode when entering the Library
- vi. Report damages such as torn or loose pages to Library staff.

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; Sports and Recreation; and Off-Campus sections. You can visit the Directorate of Students' Services located at Estates and Works Management Unit.

18.1.1 Accommodation

A limited number of rooms in the halls of residence are available on application before the beginning of the academic year. Accommodation in the Halls is therefore not guaranteed for every student. Students are encouraged to find accommodation outside the campus if not successful within the halls of residence. At present there are eight Hostels which cannot accommodate all students. No student will be given a room in the Hostel until s/he has paid the prescribed rent. All first-year students shall be required to reside in designated on-campus accommodation during their first year of study. Permission to reside off campus may only be granted under special circumstances and upon approval by the relevant University authorities through a special permit. Currently, the price per student per day is TZS 1,300 x 120 days per each semester for undergraduate students. The price per student per day is TZS 4,500 for postgraduate students. In addition, students are required to pay accommodation caution money of TZS 10,000 payable once during the first year.

Table 4: Available student hostels and charges at MUCE

HOSTEL	Cost per day	Cost per semester (TZS)	Daily cost during vacation	Non-Tanzanian (TZS)
Hall I – VI	1,300	154,700	1,500	7,500
HEET and CD Hostels	2,000	238,000	2,000	

NOTE:

- Students are urged to shop for rooms through ARIS 3.0
- Students can opt for their own accommodation outside the College campus.

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

- Login to your ARIS 3.0 account
- open the accommodation module window
- Click on the **Accommodation** tab displayed in the main menu. A drop-down menu will appear listing the current Modules provided by ARIS 3.0.
- Click on the **My Bed** option.

The screenshot displays the ARIS 3.0 student portal. The top navigation bar includes the ARIS logo, a menu icon, and status indicators for 'ONLINE' and 'ROOM OK'. The current academic year is set to '2021/22'. The user is logged in as '2019-04-10000'. The main content area shows the 'Accommodation' module selected in the left sidebar. The 'My Bed' option is highlighted. The right sidebar displays the user's basic information, including their registration number, name, sex, date of birth, nationality, level, program, intake, and status.

Basic Info

- REG. # 2019-04-10000
- NAME NJOVU, NEEMA S
- SEX F
- D.O.B NOV 30TH, -0001 **2001 YEARS**
- NATIONALITY TANZANIAN
- LEVEL BACHELOR DEGREE
- PROGRAMME BACHELOR OF ARTS WITH EDUCATION (B.A. ED.) 3 YRS
- INTAKE NOVEMBER (NOVEMBER)
- STATUS IN PROGRESS

ARIS^{3.0} ONLINE ☒ DGM ON Current Academic Year: 2021/22

Home / 2021-04-06824 | MFINANGA, SHAMILA ISSA / Accommodation / Room 339 > 2nd Floor > Block A > Mabibo / My Bed / 1820/89/00003

UNIVERSITY OF DAR ES SALAAM
UDSM

Dashboard
My Profile
Registration
Academics
Graduation
Payments
Accommodation
My Bed
Bed Swapping
Release a Bed
Clearance
Report an Incident

MWAPOPO, AGLEN F [Tanzanian - F]
Programme Bachelor of Arts in Library and Information Studies
YOS 2
Bed # 1820/89/00004
Status RESERVED

MFINANGA, SHAMILA ISSA [Tanzanian - F]
Programme Bachelor of Arts with Education
YOS 1
Bed # 1820/89/00003
Status OCCUPIED

MARCO, CHARITY SOSPIETER [Tanzanian - F]
Programme Bachelor of Arts in Economics
YOS 1
Bed # 1820/89/00001
Status OCCUPIED

HOTEL, ASIA SELEMANI [Tanzanian - F]
Programme Bachelor of Arts in Language Studies
YOS 1
Bed # 1820/89/00002
Status OCCUPIED

ROOM INFORMATION

Location Mabibo > Block A > 2nd Floor > Room 339
Type Quad
Capacity 4
Gender F
Preference NONE
Status VACANT
Activated? ACTIVATED

WARDEN INFORMATION

Name
Email
Phone Number

© 2021. ARIS 3.0 Powered by UCC Help center Policy Upgrade your account

18.1.2 Guidance and Counselling

The Counselling Unit provides personal, academic, career and spiritual counselling services to individuals and groups. Para-counselling 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 counselling such as spiritual, medical, and psychiatric problems can be arranged by the Medical Officer-In-Charge and/or Director of Students' Services. Please, feel free to approach any of these persons in case of any challenge.

NOTE: You can visit the Guidance and Counselling Unit located at DSS office or call 0752525128 or 0743352652.

18.1.3 Catering Services

The College offers cafeteria services to all students at affordable prices. The meals are paid for at the cafeteria counters. The College has one cafeteria on campus and few canteens (Food vendors) near Hall VI, which have the capacity to serve the present student population. Food vendors at both cafeterias provide to students' bill services on agreements.

18.1.4 Sports, Games and Recreation

The College has outdoor playgrounds for football, netball, basketball, tennis and volleyball. For other recreation facilities, the Lecture Hall can be used for drama, films, and dances. The campus

halls/hostels of residence have common rooms, fitted with chairs and TV facilities. Kindly take advantage of these facilities for recreation. Kindly consult professionals to provide recreational guidance.

There are also sports and recreational facilities at MUCE and the College has professionals to provide recreational guidance.

NOTE: For more information, contact the Sports Coordinator at the Directorate of Students Service (DSS).

18.1.5 Students' Organization

Most of the students' activities are organized by the students' Organization (DARUSO-MUCE). The students' organization is concerned with the students' academic, political, social and recreational welfare. Students are encouraged to form academic/professional organizations. They are also encouraged to form and join social organizations that are registered. New social and academic organizations are registered with the Office of the Director of Students' Services.

18.2 Safety and Security

Safety and Security at MUCE are under the mandate of College Auxiliary Police Unit and Private Security Company. The College security service is sustained regularly by trained personnel assisted by security cameras fixed to different areas within the College premises. In case of any emergency pertaining to security and safety at MUCE, please contact the **Head Auxiliary Police: 0737700150**

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.

18.3 Worship Services

Students have complete freedom of worship. Worship services can be offered in recognized/approved groups as it shall be provided by the worship activities guideline or the students' welfare policy. You are advised to be prepared to affiliate with the faith group of your choice for your spiritual growth.

List of Appendices

Appendix 1: LETTER CHANNELS

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

Key:

1. DUS = Director, Undergraduate Studies – UDSM/ MUCE
2. HoD = Head of Department
3. DSS = Director of Students' Services
4. DP (ARC) = Deputy Principal (Academic, Research and Consultancy)
5. DP (PFA) = Deputy Principal (Planning, Finance, and Administration)
6. DVC (ARC) = Deputy Vice-Chancellor Academic
7. ACA = Academic Advisor
8. MOI=Medical Officer In-Charge of MUCE Health Centre

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

Appendix 2: Important Contact Details for Assistance

No.	Department/Unit	Contact Person	Mobile No.
1.	Directorate of Undergraduate Studies	Dr. Godlisten N. Shao	0766279243
2.	Faculty of Science	Dr. Talam Kibona (Dean of Faculty)	0764409640
		Prof. Jovine Emmanuel-HoD, Chemistry	0769910443
		Dr. Joshua Mwasunda-HoD, Physics, Mathematics and Informatics	0689551615
		Dr. Moses Olotu-HoD, Biological Sciences	0767674801
3.	Faculty of Humanities and Social Sciences	Dr. Japhace Poncian (Dean of Faculty)	0753841676
		Dr. Tiemo Haule (HoD, Geography and Economics)	0754867562
		Dr. Spemba Elias Spemba - HoD Language and Literature	0764533143
		Dr. Edward Mgya- HoD, History, Political Science and Development Studies	0767208750
4.	Teaching Practice	Dr. Mariana Mhewa	0767837173
5.	Directorate of Library Services	Dr. Juma Mmongoyo	0759871394
6.	Diversity Unit	Dr. Christina Mbilinyi	0755905426
7.	MUCE Health Centre	Dr. Shabaan Likondangoma	0767301684
8.	Auxiliary Police	Mr. Godfrey Mkumbi	0737700150
9.	Special Needs Education	Dr. Joseph Milinga	0762613729
10.	Students' Loan Office	Mr. Kenedy Mhema	0754509882
11.	Admission Office	Mr. Fadhili Ngajilo & Ms. Raheli Mwingo	0753469546 0763382233
12.	ICT Unit	Dr. Cosmas Magashi	0754433075
13.	Finance	Mr. Paul Kimondo	0754256086
14.	Directorate of Students' Service	Mr. Winston Mdegela	0766434040
		Mr. Ezekia Wikedzi	0752938686
15.	DARUSO-MUCE	Mr. Muhajiri Sudi Hamisi (President)	0619733038
		Mr. Simon Casiano Osca (Prime Minister)	0749307914
16.	ARIS 3.0	Mr. Edward Nsollo Mr. Johnbosco Shemzigwa	0717105188 0716374677
17.	Health (NHIF)	Mr. Thobias Nyoni Mr. Jackson Malibiche	0717404958 0621128363
18.	Accommodation	Mr. Jackson Malibiche Mr. Sifael Samson	0621128363 0752399185

Appendix 3: ORIENTATION WEEK PROGRAM FOR FIRST YEAR STUDENTS OF THE 2026/2027 ACADEMIC YEAR

ORIENTATION WEEK PROGRAM FOR FIRST YEAR STUDENTS OF THE 2026/2027 ACADEMIC YEAR FROM 19TH OCTOBER 2026 THROUGH 23RD OCTOBER 2026

Day/Date	Time	Activity	Responsible Person (s)	Participants	Venue
Monday, 19 th October 2026	08:00 – 08:30 A.M	Arrival & Registration	Admission Office	All 1 st Year students	Jakaya Kikwete Lecture Theatre
	08:30 – 09:00	Address	President DARUSO – MUCE		
	09:00 – 10:30	Address	Director, Students’ Services		
	10:30 – 11:00	Address on Security Issues and Fire Rescue	Chief Security Officer		
	11:00 – 11:30 A.M	Address	Manager, Estates		
	11:30 – 12:00 P.M	Address	Medical Officer In-Charge		
	12:00 – 12:30	Address	Manager, Finance		
	12:30 – 12:50	Address	Head, Diversity Unit		
	12:50 – 01:20	Address	Coordinator, Counselling Unit		
	01:20 – 02:20	HEALTH BREAK			
02:20 – 06:30 P.M	College Registration and Medical Examination	Bank, Health Centre and Faculties	All 1 st Year Students	Banks, Health Centre and Faculties	
Tuesday, 20 th October 2026	08:00 – 08:30 A.M	Address on CRDB Bank products	Manager, CRDB-Bank	All 1 st Year students	Jakaya Kikwete Lecture Theatre
	08:30 – 09:00	Address on TPB Bank products	Manager, TPB Bank		
	09:00 – 09:30	Address on NMB Bank products	Manager, NMB Bank		
	09:30 – 10:00	Address on NBC Bank Products	Manager, NBC Bank		
	10:00 – 10:30	Address	NHIF		
	10:30 -11:00 A.M	Address on NIDA issues	NIDA Officers		
	11:00 – 12:00 P.M	Address and Library Tour	Director, Library Services		
	12:00-12:15	SHORT BREAK			
	12:15 – 12:45	Address on Human Rights and Good Governance	Legal Officer	All 1 st Year students	Jakaya Kikwete Lecture Theatre
	12:45 – 01:30 P.M	Address on Religious Services	Religious Leaders	Tanzania Episcopal Conference (TEC)	Jakaya Kikwete /College Library

Day/Date	Time	Activity	Responsible Person (s)	Participants	Venue
					Lecture Theatre
				Full Gospel Bible Fellowship	LR 6
				Muslims (BAKWATA)	AH
				Christian Council of Tanzania (CCT)	Solomon Eliufoo Lecture Theatre
				Seventh Day Adventist	LR 4
				CASFETA	LR 1& 3
	01:30 – 02:30 P.M	LUNCH BREAK			
02:30 – 05:00	College Registration and Medical Examination	Banks, Health Centre and Faculties	All 1 st Year Students	Banks, Health centre & Faculties	
05:00 – 06:30 P.M	Sports and Games	Coordinator – Sports and Games, DSS		College Play Grounds	
Wednesday, 21 st October 2026	08:00 – 08:30 A.M	Arrival & Registration	Admission Office	All 1 st Year Students	Jakaya Kikwete Lecture Theatre
	08:30 – 09:00	Address	Head, QA Unit		
	09:00 – 09:30	Address	Special Need (s) Programme – Dean, FoED	All 1 st Year Students	Jakaya Kikwete Lecture Theatre
	09:30 – 10:15	Presentation from Drug Control and Enforcement Authority (DCEA)	DCEA	All 1st Year Students	Jakaya Kikwete Lecture Theatre
	10:15 – 11:00	Presentation from Prevention and Combating of Corruption Bureau (PCCB)	PCCB	All 1st Year Students	Jakaya Kikwete Lecture Theatre
	11:00 –11:20 P.M	SHORT BREAK			
	11:20 –12:30 A.M	Faculty Programmes	Dean, FoHSS	All 1 st Year Students from FoHSS	Jakaya Kikwete Lecture Theatre
			Dean, FoSC	All 1 st Year Students from FoSC	Solomon Eliufoo Lecture Theatre
	12:30 – 02:00 P.M.	Admission Regulations and students Loans Procedures	DUS Office and HESLB	All 1 st Year Students	Jakaya Kikwete Lecture Theatre

Day/Date	Time	Activity	Responsible Person (s)	Participants	Venue
	02:00 – 02:30 P.M.	LUNCH BREAK			
	02:30 – 04:00 P.M.	College Registration	Banks, Health Centre and Faculties	All 1 st Year Students	Banks, Health centre & Faculties
	04:00 – 06:30 P.M.	Sports and Games	Coordinator- Sports and Games		College Play Grounds
Thursday, 22 nd October 2026	08:00 – 09:00 A.M.	Arrival & Registration	Director, Students’ Services and DARUSO-MUCE	All 1 st Year Students and staff	Jakaya Kikwete Lecture Theatre
	09:00 – 09:30	Introduction of Senior Staff	Deputy Principal-Academic, Research and Consultancy	All 1 st Year Students and the College Senior staff	Jakaya Kikwete Lecture Theatre
	09:30 – 10:30	Address	Principal	All 1 st Year Students	
	10:30 – 11:00	Vote of thanks	DP – Planning, Finance and Administration	All 1 st Year Students	
	11:00 – 11:30 A.M	SHORT BREAK			
	11:00 – 01:30 P.M		Fire Rescue Practical	All 1 st Year Students	College Sports Ground
	01:30 – 02:00 P.M.	LUNCH BREAK			
	02:00 – 06:30 P.M.	College Registration and Medical examination	Banks, Health Centre and Faculties	All 1 st Year Students	Banks, Health Centre & Faculties
Friday,23 rd October 2026	08:00 – 08:30 A.M.	Arrival & Registration	Admission Office	All 1 st Year Students	Jakaya Kikwete Lecture Theatre
	08:30 – 12:00 P.M.	Course Registration in ARIS	Computer Instructors Dean FoSc & Examinations Officer	All 1 st Year Students from FoSC	Computer Lab. 1
		Course Registration in ARIS	Computer Instructors Dean FoHSS & Examinations Officer	All 1 st Year Students from FoHSS	Computer Lab. 2
	12.00 – 02:00 P.M.	LUNCH BREAK			
	02:00 – 06:30 P.M.	College Registration and Medical Examination	Banks, Health Centre and Faculties	All 1 st Year Students	Banks, Health Centre & Faculties
	20:00 – 23:00	Entertainment/Joint Masses	DARUSO-MUCE	All 1 st Year Students.	Assembly Hall/ Jakaya Kikwete

Day/Date	Time	Activity	Responsible Person (s)	Participants	Venue
					Lecture Theatre /Solomon Eliufoo Lecture Theatre