

**UNIVERSITY OF DAR ES SALAAM**



**MKWAWA UNIVERSITY COLLEGE OF EDUCATION**

**JOINING INSTRUCTIONS AND INFORMATION FOR UNDERGRADUATE  
DEGREE PROGRAMMES FRESHERS 2024/2025**

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

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## **LIST OF ABBREVIATIONS**

|          |   |
|----------|---|
| 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      | Director of Undergraduate Studies               |
| HESLB.   | Higher Education Students' Loan Board           |
| HIV      | Human Immune Virus                              |
| ICT      | Information and Communication Technologies      |
| ID       | Identity Card                                   |
| MUCE     | Mkwawa University College of Education          |
| NHIF     | National Health Insurance Fund                  |
| NIDA     | National Identification Authority               |
| NIN      | National identification Number                  |
| OMRS     | Online Membership Registration System           |
| TCU      | Tanzania Commission for Universities            |
| UDSM     | University of Dar es Salaam                     |
| VCT      | Voluntary Counseling and Testing                |

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## 1.0 INCOMING STUDENTS

Congratulations to all newcomers!

Welcome to the Mkwawa University College of Education (*A Constituent College of the University of Dar es Salaam*), 2024/2025 intake! You are embarking into 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 Mkwawa University College of Education (MUCE) Community.

The Mkwawa University College of Education is pleased to communicate the following important information to all first-year students admitted into various undergraduate degree programmes offered at MUCE for the 2024/2025 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 Nus Terminal.

Prospective students arriving at MUCE will be guided by **Admission Officer** and **other appointed persons** as they report at the campus. They will be provided with more information on health, accommodation, safety and security, library services, shopping, recreational and transport services etc.

## 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 students' 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 students' 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 NHIF by registering through their **ARIS3** account. Students have to create the **control number** on NHIF section and pay the required amount of **Tshs 50,400/=** as annual contribution. Those dependents who are 21 years and above are required to visit NHIF office with Admission letter and pay the amount of **Tshs. 50,400/=** in order to activate their membership.

### 3.0 ORIENTATION WEEK

Report to the College on **Saturday 26<sup>th</sup> October 2024** ready for orientation week, which is expected to start on Monday 28<sup>th</sup> October 2024. There will be addresses as per orientation timetable and registration process from 8.00 am to 4.00 pm at CDF Lecture Theatre.

### 4.0 ADMISSION LETTERS

Admission letters can be downloaded from Admission Account. You will 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 **26<sup>th</sup> October 2024**. 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 through **0753 469 546** 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 at MUCE 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 when arrived at the main car parking (MUCE administration block) they will be advised where to put their luggage while other process of registration and identification continues.

### 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*).

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

## 6.1 Fee Structure for the 2024/2025 Academic Year

**Table 1: Fees Payable by Students**

| Degree Programme                                 | Faculty                                 | Tuition Fee      |                              |
|--|---|------------------|------------------------------|
|  |   | Tanzanians (TZS) | International Students (USD) |
| Bachelor of Arts with Education (B.A. Ed.)       | Faculty of Humanities & Social Sciences | 1,000,000        | 2,100.00                     |
| Bachelor of Education in Arts (B.Ed. Arts)       | Faculty of Education                    | 1,000,000        | 2,100.00                     |
| Bachelor of Science with Education (B.Sc. Ed.)   | Faculty of Science                      | 1,300,000        | 2,700.00                     |
| Bachelor of Science in Chemistry                 | Faculty of Science                      |                  |                              |
| Bachelor of Education in Science (B.Ed. Science) | Faculty of Education                    |                  |                              |

**N.B:** In addition to the payment of tuition fees, all students are required to pay direct university costs amounting to **TZS 47,000.00** for Tanzanians and **USD 250** for International students, as specified in Table 2.

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

| Cost Item           | Tanzanians (TZS) | International Students (USD) |
|---------------------|------------------|------------------------------|
| Registration fee    | 5,000            | 100                          |
| Examination Fee     | 12,000           | 120                          |
| Identity Card       | 5,000            | 5                            |
| Student's Union Fee | 5,000            | 15                           |
| TCU Fees            | 20,000           | 10                           |
| <b>Total</b>        | <b>47,000</b>    | <b>USD 250</b>               |

## 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        |
| <b>Total</b>                      | <b>2,600,000</b> |

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 at ([https://www.udsm.ac.tz//upload/20240210\\_120254\\_3-FEB-2024\\_UG\\_Prospectus\\_2024.pdf](https://www.udsm.ac.tz//upload/20240210_120254_3-FEB-2024_UG_Prospectus_2024.pdf))

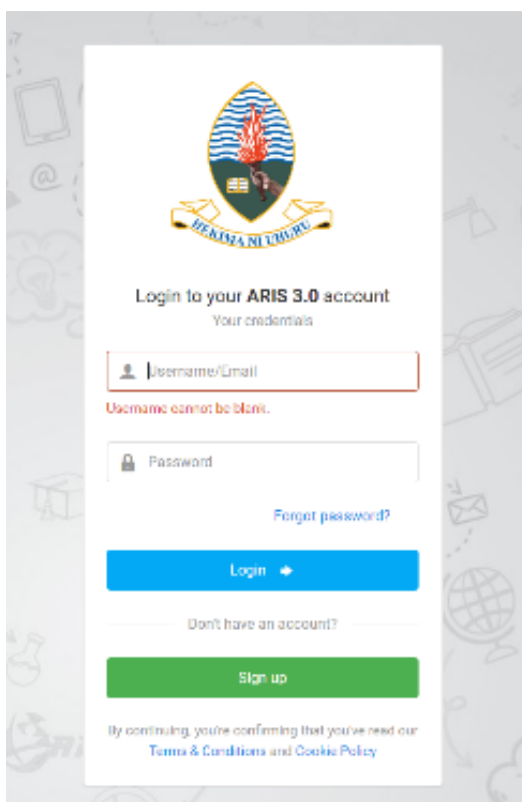
## 7.0 REGISTRATION AND PAYMENTS OF FEES AND OTHER UNIVERSITY DIRECT COSTS PROCEDURES

All undergraduate admitted students SHOULD NOTE that tuition fees and other Direct University Cost payments are made using **CONTROL NUMBER** which is obtained through ARIS 3.0. The ARIS 3.0 system 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

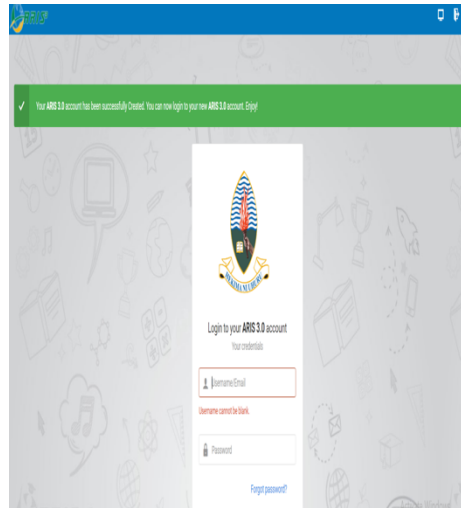
**Step 1:** Open your web browser

**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.

A screenshot of the "Create ARIS 3.0 account" registration form. The form is titled "Create ARIS 3.0 account" with a sub-note "All fields are required". It is divided into sections: "Profile Information" with dropdowns for "Student Account" and "2019-04-10000 | NEEMA 5 NJOVU [B.A. Ed.]"; "Your credentials" with fields for "2019-04-10000", a masked password, and another masked password; "Your privacy" with fields for "Mobile Number" and "Your E-mail" (with a red error message "Email cannot be blank."); and "Additions" with a checked "Accept terms of service" checkbox. A large green "Register" button is at the bottom, with a "Have an account? Login" link below it.

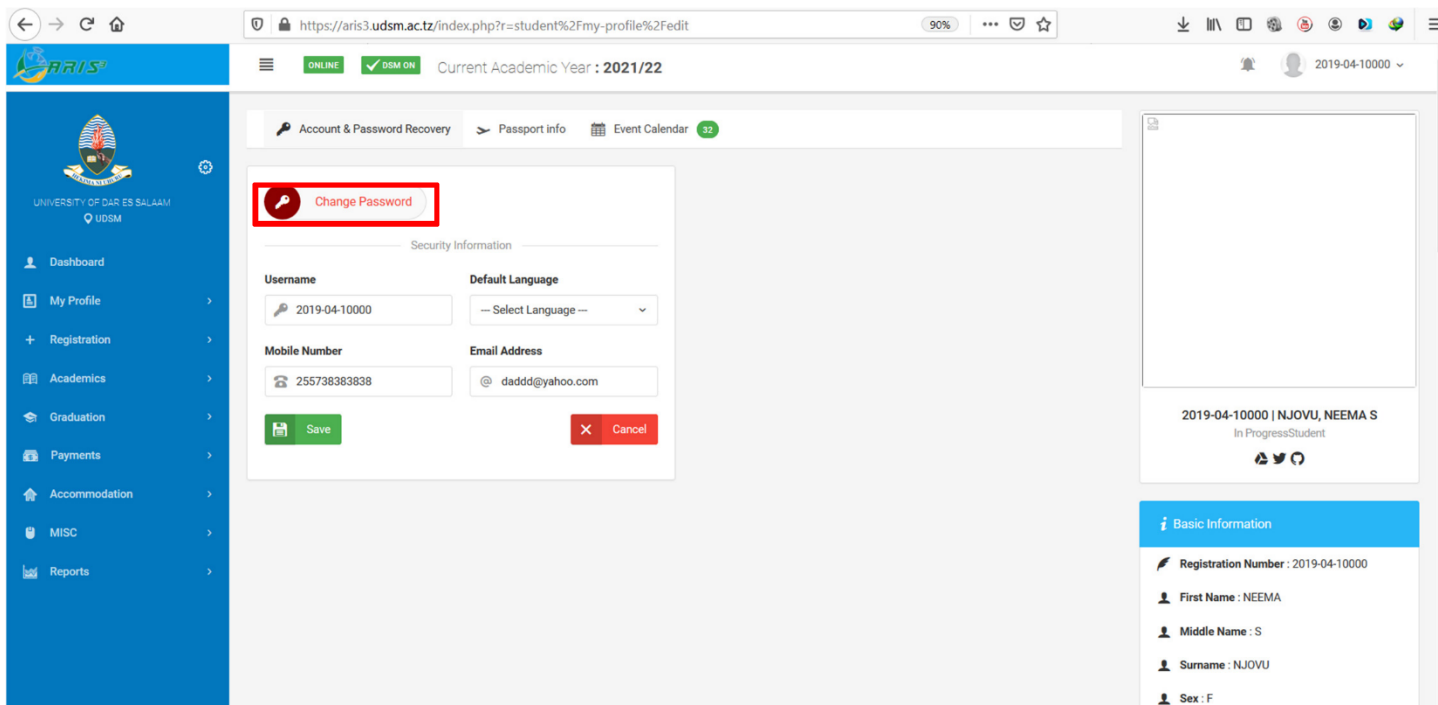


**Step 2.4:** The activation link is sent to your e-mail open it and click the activation link to activate your account.

**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 the following fields: Username (2019-04-10000), Default Language (--- Select Language ---), Mobile Number (2557383838), and Email Address (daddd@yahoo.com). The form includes 'Save' and 'Cancel' buttons. A sidebar on the left contains navigation links: Dashboard, My Profile, Registration, Academics, Graduation, Payments, Accommodation, MISC, and Reports. The right sidebar shows the user's profile information: '2019-04-10000 | NJOVU, NEEMA S' and 'In ProgressStudent'. Below this, a 'Basic Information' section lists: Registration Number: 2019-04-10000, First Name: NEEMA, Middle Name: S, Surname: NJOVU, and Sex: F.

## 7.3 Forgot Password

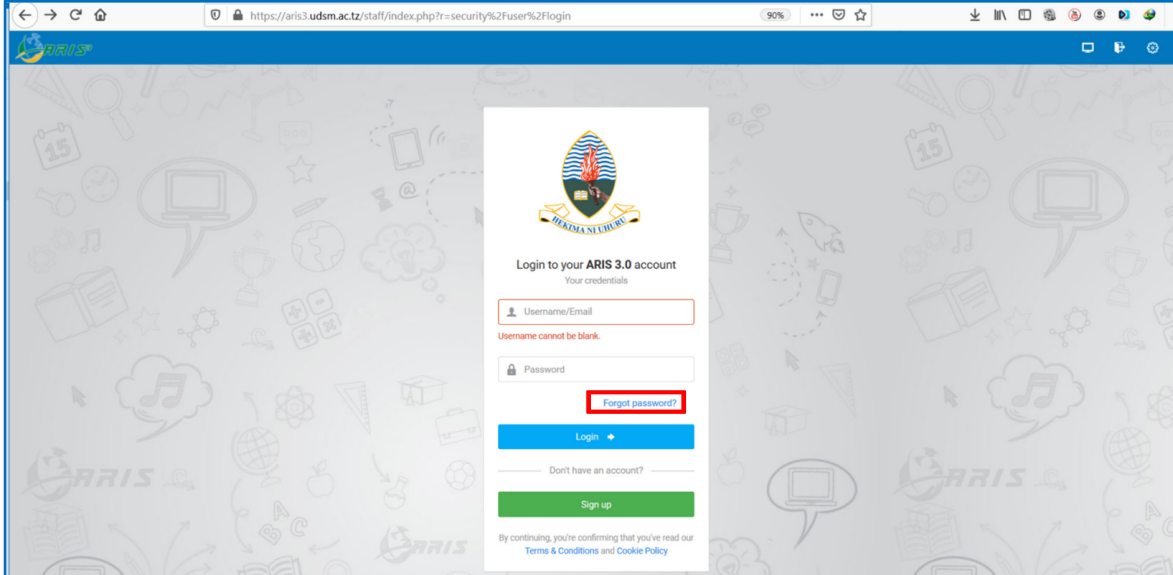
Students must initiate the process by clicking on **Forgot the Password?** Then the system will take four (4) important steps to recover the user account password as follows:

**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.

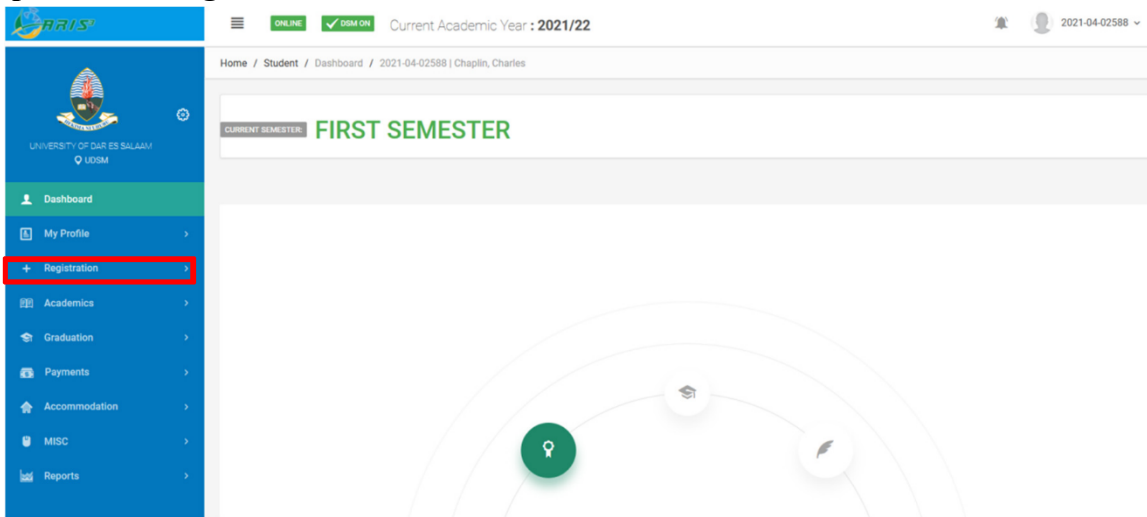


## 7.4 Registration

To open the registration module window:

- i. 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.
- ii. 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

UNIVERSITY OF DAR ES SALAAM  
UDSM

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

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) | 1<sup>st</sup> Year  
P O BOX170 MOSHI  
Phone: 255657801642  
Email: shamila@mfinanga71@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**



INVOICE-1234578

Fri, 17 Dec 2021

UNPAID

From : University of Dar es Salaam

To : Theophil, Asela Abela

Ubungo Dar es salaam  
P.O. Box 35091  
Phone: +255282622868  
Email: info@udsm.ac.tz

Reg# 2020-04-12117  
Bachelor of Arts with Education (Chinese and English  
Language) (BAED(Chin & Eng Lang)) | 2<sup>nd</sup> 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

Total : 547,000.00 TZS

Discount : 500,000.00 TZS

Grand Total : 47,000.00 TZS

**NOTE:** Please make sure the following are in order before you proceed to generate your bill:

- 1. ORIGINAL AMOUNTS:** The original cost of an item (as per current fee structure) before any reliefs/discounts to be applied
- 2. SPONSORSHIPS:** Approved sponsorship amounts on particular item(s)
- 3. TRANSFERS:** Applied Payment transfer from previous over payment(s)
- 4. WAIVERS:** Approved Waived amounts on particular item(s)
- 5. TOTAL AMOUNT:** The remaining amount (after applying Sponsors, Transfers and Waivers) which you are about to generate a bill

[Generate Control Number](#)

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 Melickzedeck (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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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 Melickzedeck (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](#)

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

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

**Congratulations, Your NHIF Card Application Request has been accepted**

- Batch Number: 4000820/2021/2022/491183118
- Identification Number: 702501205
- Card Number: 101702501205
- Control Number: 994000604594
- Payment Amount: TZS50,400
- Is Paid: No [Load Feedback](#)

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## Step 3.2 View Direct Costs

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

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

| #            | 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        | ✓ |
| <b>TOTAL</b> |                           | <b>47,000.00 TZS</b> | <b>47,000.00 TZS</b> | <b>0.00 TZS</b> | <b>0.00 TZS</b> | <b>0.00 TZS</b> | <b>47,000.00 TZS</b> | <b>47,000.00 TZS</b> | <b>0.00 TZS</b> |   |

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

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

My Registration Status for Academic Year: 2021/22

Progress: Invoice, NHIF, Direct Cost, **Fee Payments**, Certificates Verification, Medical Checking, Confirmation

| #            | 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 |
| <b>TOTAL</b> |             | 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

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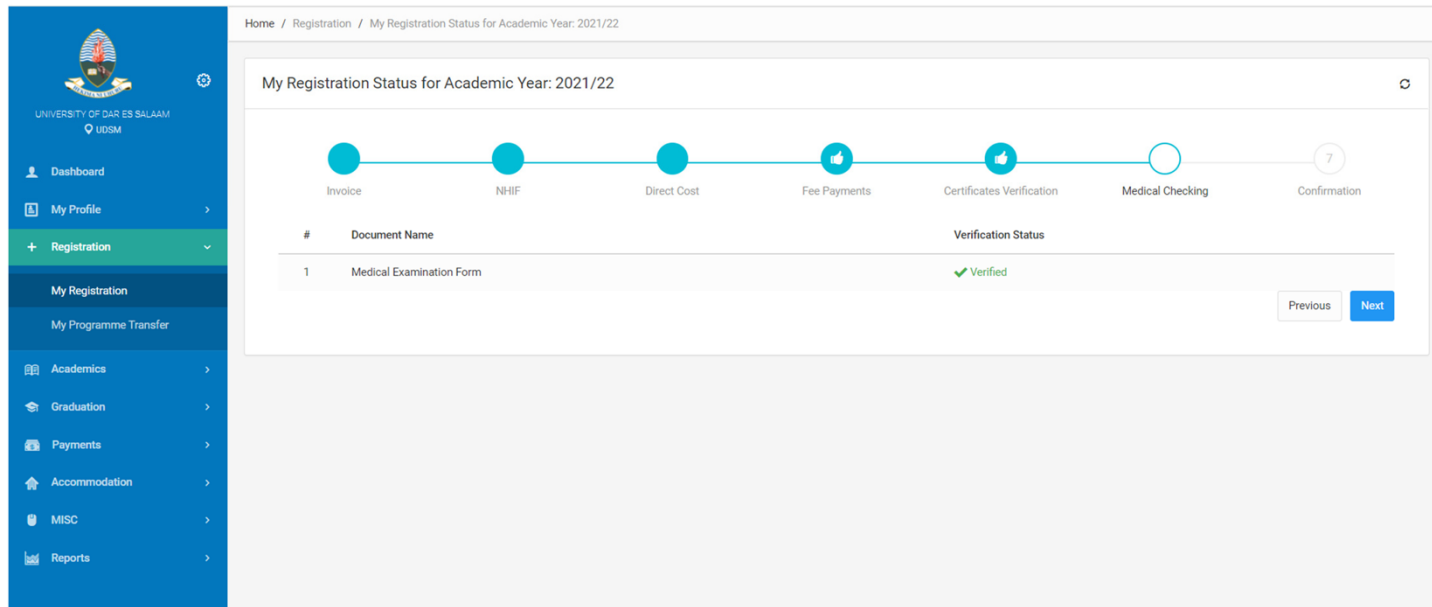
My Registration Status for Academic Year: 2021/22

Progress: Invoice, NHIF, Direct Cost, Fee Payments, **Certificates Verification**, Medical Checking, Confirmation

| # | 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    |

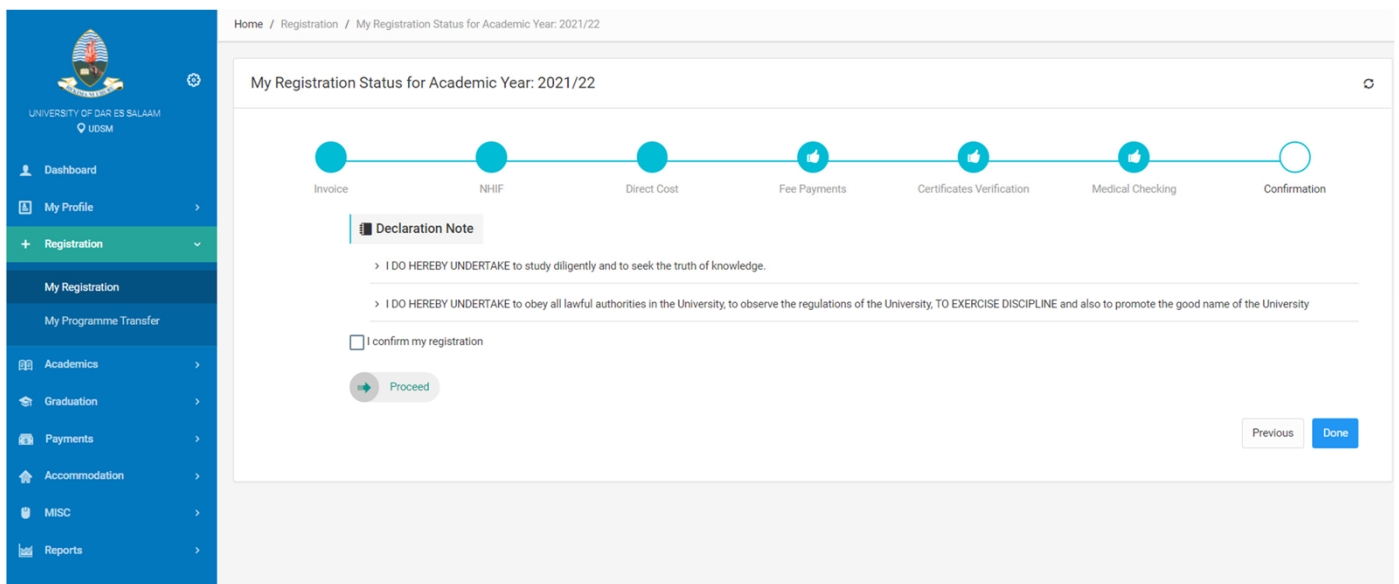
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### Step 3.5 Medical Verification



### 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.



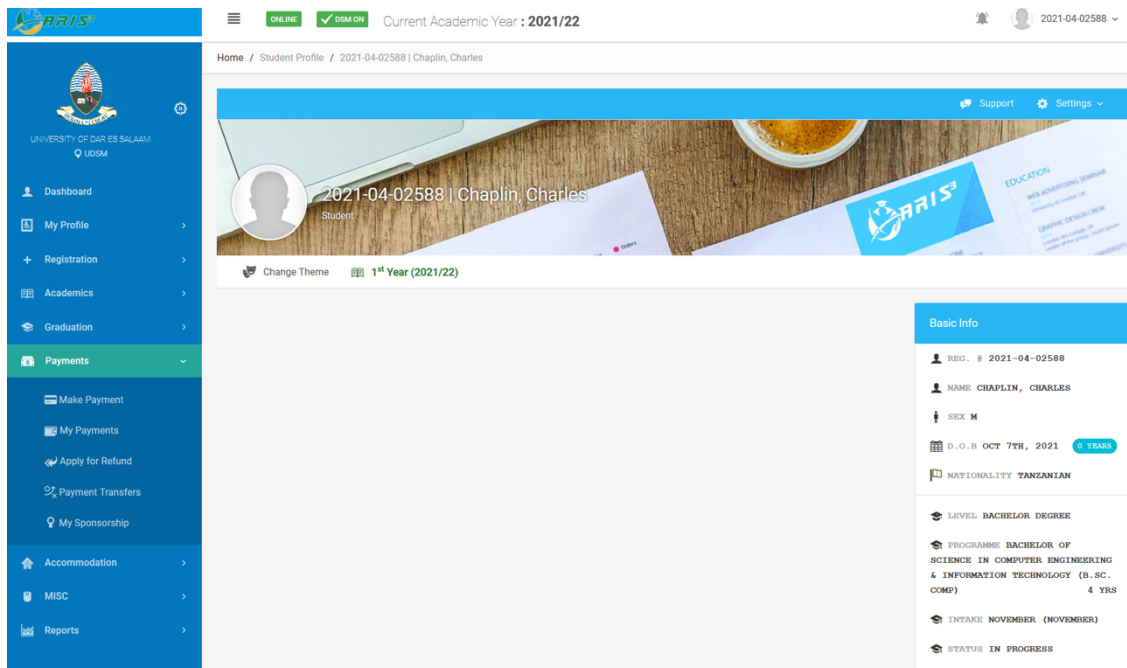


## 7.5 Payments

To open the Payment Module window:

- i. 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.
- ii. Click on the **Make Payments** option.

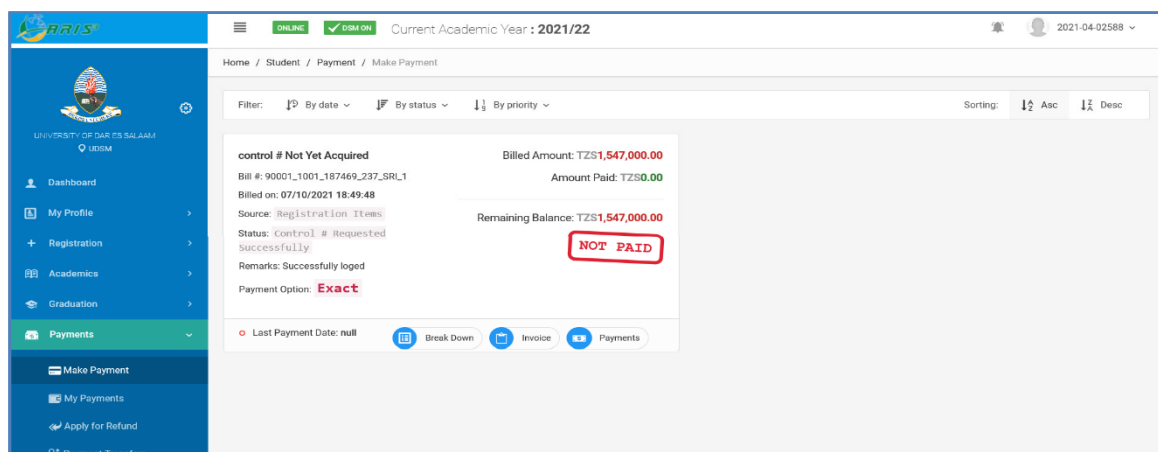
### Step 1: Click Payments



The screenshot shows the ARIS 3.0 student profile page. The top navigation bar includes 'ONLINE', 'DSM ON', and 'Current Academic Year: 2021/22'. The user is identified as '2021-04-02588 | Chaplin, Charles'. The left sidebar menu is open, showing the 'Payments' section with a dropdown menu containing 'Make Payment', 'My Payments', 'Apply for Refund', 'Payment Transfers', and 'My Sponsorship'. The main content area displays the student's profile information, including '2021-04-02588 | Chaplin, Charles' and '1<sup>st</sup> Year (2021/22)'. A 'Basic Info' panel on the right lists details such as 'REG: # 2021-04-02588', 'NAME: CHAPLIN, CHARLES', 'SEX: M', 'D.O.B: OCT 7TH, 2021', 'NATIONALITY: TANZANIAN', 'LEVEL: BACHELOR DEGREE', 'PROGRAMME: BACHELOR OF SCIENCE IN COMPUTER ENGINEERING & INFORMATION TECHNOLOGY (B. SC. COMP) 4 YRS', 'INTAKE: NOVEMBER (NOVEMBER)', and 'STATUS: IN PROGRESS'.

### Step 2: Click on Make Payment

After receiving your control number from ARIS 3.0, you will have two payment options:



The screenshot shows the 'Make Payment' page in ARIS 3.0. The page displays a bill summary for a student. The bill is titled 'control # Not Yet Acquired' and has a 'Billed Amount: TZS1,547,000.00'. The 'Amount Paid' is 'TZS0.00', and the 'Remaining Balance' is 'TZS1,547,000.00'. The bill is dated '07/10/2021 18:49:48' and is for 'Registration Items'. The status is 'control # Requested Successfully' and the payment option is 'Exact'. A red 'NOT PAID' stamp is visible on the right side of the bill. The page also includes a filter section with options for 'By date', 'By status', and 'By priority', and a sorting section with 'Asc' and 'Desc' options. At the bottom, there are buttons for 'Break Down', 'Invoice', and 'Payments'.

- 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 dialing \*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): 9940XXXXXX

**NB:** Reference number (control Number) should be taken from your ARIS 3.0 system account at *'the make payment' button* e.g., Reference no 9940XXXXXX

• **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): 9947XXXXXX

**NB:** Reference number (control Number) should be taken from your ARIS 3.0 system account at *'the make payment' button* e.g. Reference no 9940XXXXXX

• **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: 9940XXXXXX**

**NB:** Reference number (control Number) should be taken from your ARIS 3.0 system account at *'the make payment' button* e.g. Reference no 9940XXXXXX

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

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...

| #            | DATE                | RECEIPT #  | CONTROL #    | CURRENCY | PAID AMOUNT       | ACTIONS     |
|--------------|---------------------|--|--------------|----------|-------------------|-------------|
| 1            | 2021-11-09 11:15:27 | 96F645876FC74125887421A190522575<br>Payment method: GePG | 991270398076 | TZS      | 245,000.00        | Get Receipt |
| 2            | 2021-11-05 21:04:04 | EC101107962515<br>Payment method: GePG                   | 991270375614 | TZS      | 10,000.00         | Get Receipt |
| 3            | 2021-11-05 20:51:43 | EC101107953332<br>Payment method: GePG                   | 991270367761 | TZS      | 63,000.00         | Get Receipt |
| <b>TOTAL</b> |                     |  |              |          | <b>318,000.00</b> |             |

Showing 1 to 3 of 3 entries

## 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 four (4) 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 the degree he/she has been selected to pursue without the approval of the Senate. The procedures for changing a course will be on the condition that:

- 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 0753 469546.

#### **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 outside MUCE, do the following:

- i. Report the matter to the Medical Officer In charge immediately. In case of an emergency, you can be assisted by your fellow students or family members to report on your behalf.
- ii. A medical report must be availed to support the claim.
- iii. All this information 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 CDF 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 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. The 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. Students who report at the Health Centre for treatment are required to produce NHIF identity cards, which can also be obtained at a cost of TZS 50,400.00 per year.

The Health Centre serves a population of around 15,000 people which include students, staff and surroundings community. It operates for twenty-four (24) hours and has various units which are led by qualified staff including:

- Outpatient and Emergency Unit
- In-patient Unit
- Reproductive and Child Health Unit (RCH)
- Pharmacy
- Laboratory
- Voluntary and Counselling Unit (VCT)
- Care and Treatment Clinic (CTC)
- Sexual Reproductive Health Unit

### **NOTE**

- i. You are advised to strictly avoid drug abuse and excessive use of alcohol as this affects your academic performance and leads to serious consequences.
- ii. HIV and AIDS remain one of the world's most significant public health challenges; all age groups are affected by the disease but the group aged 15-49 years is mostly affected. Current data shows that more than 50% of HIV new infections occur in youth aged 19-24 years of age. Abstaining from sex, being faithful, limiting the number of the sexual partner 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 Dispensary 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 in assisting needy and eligible Tanzanian students to access loans and grants for higher education.

### **14.1 Loan Allocation**

Successfully 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 on regular basis.

For more information on the allocated amount visit your SIPA available on Loans' Board website: [www.heslb.go.tz](http://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 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 allocations may appeal as per HESLB guidelines as provided on their website at [www.heslb.go.tz](http://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](http://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 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 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 surrounding community. 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 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. Eat 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; and Sport 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 six Halls which cannot accommodate for all students. No student will be given a room in the Halls of Residence until s/he has paid the prescribed rent. Priority or on – campus accommodation will be given to students with disabilities, foreign students and female first year students. Currently the price per student per day is TZS 800 x 120 days per each semester. In addition, students are required to pay accommodation caution money of TZS 10,000.00 payable once during the first year.

**Table 4: Available student hostels and charges at MUCE**

| S/N | Hostels and Halls of Residence                      | Costs per day   |                     |
|-----|---|-----------------|---------------------|
|     |   | Tanzanian (Tsh) | Non-Tanzanian (USD) |
| 1.  | Halls of Residence (Hall I, II, III, IV, V, and VI) | 800             | 3                   |



**NOTE:**

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

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

- i. Login to your ARIS 3.0 account
- ii. open the accommodation module window
- iii. 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.
- iv. Click on the **My Bed** option.

The screenshot shows the ARIS 3.0 web application interface. The top navigation bar includes the ARIS logo, status indicators (ONLINE, DSM ON), and the current academic year (2021/22). The breadcrumb trail indicates the user is in the 'Accommodation' module, specifically viewing 'My Bed' for room 1820/89/00003. The left sidebar contains a navigation menu with 'My Bed' highlighted in red. The main content area displays four student profiles with their respective details:

| Student Name                            | Programme   | YOS | Bed #         | Status   |
|---|---|-----|---------------|----------|
| MWAIPOPO,AGLEN F [Tanzanian - F]        | Bachelor of Arts in Library and Information Studies | 2   | 1820/89/00004 | RESERVED |
| MFINANGA,SHAMILA ISSA [Tanzanian - F]   | Bachelor of Arts with Education                     | 1   | 1820/89/00003 | OCCUPIED |
| MARCO,CHARITY SOSPIETER [Tanzanian - F] | Bachelor of Arts in Economics                       | 1   | 1820/89/00001 | OCCUPIED |
| HOTEL,ASIA SELEMANI [Tanzanian - F]     | Bachelor of Arts in Language Studies                | 1   | 1820/89/00002 | OCCUPIED |

Room Information for Room 339:

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

Warden Information:

| Field        | Value |
|--------------|-------|
| Name         |       |
| Email        |       |
| Phone Number |       |

Footer: © 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 House No. 1 Opposite UDASA Office and adjacent to the Planning Unit or call 0755 905 426.

### **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 the 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 as well as indoor games facility for table tennis. For other recreation facilities, the Lecture Hall can be used for drama, films, and dances. The campus halls/hostel of residence have a common room, fitted with chairs and TV facilities. Kindly take advantage of these facilities for recreation.

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 welfares. Students are encouraged to form academic/professional organizations. They are also encouraged to form and join social organizations that have been 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. Arrangements for students to get such services within the College are being made. These services can be offered in recognized/approved groups namely as it shall be provided by the worship activities guideline or the students welfare policy, all of which are in various stages of preparations. You are advised to be prepared to affiliate with 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, SUSC             | DUS (UDSM), Principal, DP (ARC), DUS (MUCE), Dean Faculty, for medical reasons MD in-charge; DSS for Psychosocial Issues. | HoD and ACA     |
| 2.  | Permission to postpone exams (PEX)                        | DP-ARC                        | DUS (MUCE), Dean Faculty, MoI (for medical reasons, DSS (for Psychosocial Issues)   | HoD and ACA     |
| 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, 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)                      | DSS (for accommodation issue)<br>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 (AC) = 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 for Assistance

| No. | Department/Unit                                | Contact Person                                 | Mobile No.   |
|-----|--|--|--------------|
| 1.  | Director, Directorate of Undergraduate Studies | Dr. Godlisten N. Shao                          | 0766279243   |
| 2.  | Faculty of Education                           | i. Dr. Daniel Fussy (Dean of Faculty)          | 0784516926   |
|     |  | ii. Dr. Vincent Cosmas - HOD EPCS              | 0784589458   |
|     |  | iii. Dr. Zedekian Nyagawa - HOD EFM            | 0755535052   |
| 3.  | Faculty of Science                             | iv. Dr. Talam Kibona (Dean of Faculty)         | 0735409640   |
|     |  | i. Dr. Jovine Emmanuel - HOD, Chemistry        | 0769910443   |
|     |  | ii. Dr. Joshua Mwasunda - HOD PMI              | 0689551615   |
|     |  | iii. Dr. Moses Olotu - HOD BS                  | 0767674801   |
| 4.  | Faculty of Humanities and Social Sciences      | i. Dr. Helena Myeya (Dean of Faculty)          | 0752191001   |
|     |  | ii. Dr. Sospeter Jibunge - Examination Officer | 0755934443   |
|     |  | iii. Dr. Tiemo Haule                           | 0754867562   |
|     |  | iv. Dr. Spemba Elias Spemba - HOD LLS          | 0764533143   |
|     |  | iv. Dr. Edawrd Mgya                            | 0767208750   |
| 5.  | Coordinator of Teaching Practice               | Dr. Mariana Mhewa                              | 0767837173   |
| 6.  | College Library-Director                       | Dr. Mbwiga Aloni                               | 0755284849   |
| 7.  | Diversity Unit                                 | Dr. Pendo Mwashota                             | 0762873114   |
| 8.  | Dispensary/Health Centre                       | Dr. Shabaan Likondangoma                       | 0652462122   |
| 9.  | Auxiliary Police                               | Mr. Godfrey Mkumbi                             | 0737700150   |
| 10. | Special Education                              | Dr. Joseph Milinga                             | 0762 613 729 |
| 11. | Students' Loan Officer                         | Mr. Moses Mashala                              | 0736875468   |
| 12. | Admission Officer                              | Mr. Fadhili Ngajilo                            | 0753469546   |
| 13. | ICT Unit-Manager                               | Mr. Sebastian Majimoto                         | 0763307345   |
| 14. | Finance  | CPA. Boswell Kambo                             | 0734169413   |
| 15. | Directorate of Students' Service               | Dr. Adella Raymond Mtey                        | 0733 554 706 |
|     |  | Mr. Augustino Ntiruka                          | 0743 352 652 |
| 16. | DARUSO-MUCE                                    | Mr. Steven Thomas Mgalla (President)           | 0625 017434  |
|     |  | Ms. Sarah Elimu Mwaipopo                       | 0612 469680  |
| 17. | ARIS 3.0 IT Personnel                          | Mr. Edward Nsollo                              | 0717105188   |
| 18. | Health (NHIF)                                  | Mr. Jackson Malibiche                          | 0621128363   |
|     |  | Mr. Thobias Nyoni                              | 0758 056 873 |
| 19. | Accommodation                                  | Mr. Jackson Malibiche                          | 0621128363   |
|     |  | Mr. Sifael Samson                              | 0752 399 185 |

**NOTE:**

BS-Biological Sciences

EPCS-Educational Psychology and Curriculum Studies

EFM-Educational Foundations and Management

GEO&EC-Geography and Economics

LLS-Literature and language studies

PMI-Physics, Mathematics and Informatics

**Appendix 3: ORIENTATION WEEK PROGRAM FOR FIRST YEAR STUDENTS OF THE 2024/2025 ACADEMIC YEAR**

**UNIVERSITY OF DAR ES SALAAM  
MKWAWA UNIVERSITY COLLEGE OF EDUCATION**

**ORIENTATION WEEK PROGRAM FOR FIRST YEAR STUDENTS OF THE 2024/2025 ACADEMIC YEAR FROM 28<sup>TH</sup>  
OCTOBER 2024 THROUGH 1<sup>ST</sup> NOVEMBER 2024**

| <b>Day/Date</b>                                  | <b>Time</b>                                  | <b>Activity</b>                            | <b>Responsible Person (s)</b>     | <b>Participants</b>                | <b>Venue</b> |
|--|--|--|-----------------------------------|------------------------------------|--------------|
| <b>Monday, 28<sup>th</sup><br/>October 2024</b>  | 08:00 – 08:30 a.m.                           | Arrival & Registration                     | Admission Office                  | All 1 <sup>st</sup> Year students  | CDF          |
|  | 08:30 – 09:00 a.m.                           | Address                                    | President DARUSO - MUCE           |                                    |              |
|  | 09:00 – 10:30 a.m.                           | Address                                    | Director, Students' Services      |                                    |              |
|  | 10:30 – 11:00 a.m.                           | Address on Security Issues and Fire Rescue | Chief Security Officer            |                                    |              |
|  | 11:00 – 11:30 a.m.                           | Address                                    | Manager, Estates                  |                                    |              |
|  | 11:30 – 12:00 noon.                          | Address                                    | Medical Officer In-Charge         |                                    |              |
|  | 12:00 – 12:30 p.m.                           | Address                                    | Manager, Finance                  |                                    |              |
|  | 12:30 - 12:50 p.m.                           | Address                                    | Head, Diversity Unit              |                                    |              |
|  | 12:50 – 01:20 p.m.                           | Address                                    | Coordinator, Counselling Unit     |                                    |              |
|  | 1:20 - 02:20 p.m.                            | <b>HEALTH BREAK</b>                        |                                   |                                    |              |
| 02:20 – 06:30 p.m.                               | College Registration and Medical Examination | Bank, Health Centre and Faculties          | All 1 <sup>st</sup> Year Students | Banks, Health Centre and Faculties |              |
| <b>Tuesday, 29<sup>th</sup><br/>October 2024</b> | 08:00 – 08:30 a.m.                           | Address on CRDB Bank products              | Manager, CRDB-Bank                | All 1 <sup>st</sup> Year students  | CDF          |
|  | 08:30 – 09:00 a.m.                           | Address on TPB Bank products               | Manager, TPB Bank                 |                                    |              |
|  | 09:00 – 09:30 a.m.                           | Address on NMB Bank products               | Manager, NMB Bank                 |                                    |              |
|  | 09:30 – 10:00 a.m.                           | Address on NBC Bank Products               | Manager, NBC Bank                 |                                    |              |
|  | 10:00 – 10:30 a.m.                           | Address                                    | NHIF                              |                                    |              |
|  | 10:30 -11:00 a.m.                            | Address on NIDA issues                     | NIDA Officers                     |                                    |              |
|  | 11:00 – 12:00 a.m.                           | Address and Library                        | Director, Library Services        |                                    |              |

| Day/Date                                       | Time                      | Activity                                     | Responsible Person (s)                          | Participants   | Venue                            |
|--|---------------------------|--|---|--|----------------------------------|
|  |                           | Tour   |   |  | Library                          |
|  | <b>12:00-12:15 p.m.</b>   | <b>SHORT BREAK</b>                           |   |  |                                  |
|  | 12:15 – 12:45 p.m.        | Address on Human Rights and Good Governance  | Legal Officer                                   | All 1st Year students  | CDF                              |
|  | 12:45 – 01:30 p.m.        | Address on Religious Services                | Religious Leaders                               | Tanzania Episcopal Conference (TEC)  | CDF                              |
|  |                           |  |   | Muslims (BAKWATA)  | CF                               |
|  |                           |  |   | Christian Council of Tanzania (CCT)  | NEWLTH                           |
|  |                           |  |   | Seventh Day Adventist  | LR 3                             |
|  |                           |  |   | CASFETA  | LR 1                             |
|  | <b>01:30 – 02:30 p.m.</b> | <b>LUNCH BREAK</b>                           |   |  |                                  |
|  | 02:30 – 05:00 p.m.        | College Registration and Medical Examination | Banks, Health Centre and Faculties              | All 1 <sup>st</sup> Year Students  | Banks, Health centre & Faculties |
|  | 05:00 – 06:30 p.m.        | Sports and Games                             | Coordinator – Sports and Games, DSS             |  | College Play Grounds             |
| <b>Wednesday, 30<sup>th</sup> October 2024</b> | 08:00 – 08:30 a.m.        | Arrival & Registration                       | Admission Office                                | All 1 <sup>st</sup> Year Students  | CDF                              |
|  | 08:30 – 09:20 a.m.        | Address                                      | Head, QA Unit                                   |  |                                  |
|  | 09:20 – 10:00 a.m.        | Address                                      | Special Need (s) Programme – Dean, FoED         | All 1 <sup>st</sup> Year Students  | CDF                              |
|  | 10:00 – 11:30 a.m.        | Faculty Programmes                           | Dean, Faculty of Humanities and Social Sciences | All 1 <sup>st</sup> Year Students B. A. (Ed.) programme                    | CDF                              |
|  |                           |  | Dean, Faculty of Science                        | All 1 <sup>st</sup> Year Students B.Sc. (Ed.) & B.Sc. (Chem.) programmes   | Assembly Hall                    |
|  |                           |  | Dean, Faculty of Education                      | All 1 <sup>st</sup> Year Students B. Ed. (Arts) and B. Ed (Sc.) programmes | NEWLTH                           |



| Day/Date                                      | Time                      | Activity  | Responsible Person (s)  | Participants  | Venue                            |
|---|---------------------------|---|---|---|----------------------------------|
|   | 11:30 – 12:00 a.m.        | <b>SHORT BREAK</b>                                  |   |   |                                  |
|   | 12:00 – 02:00 P.M.        | Admission Regulations and students Loans Procedures | DUS/SAO Admissions and Visiting Officers from HESLB                 | All 1 <sup>st</sup> Year Students   | CDF                              |
|   | <b>02:00 – 02:30 P.M.</b> | <b>LUNCH BREAK</b>                                  |   |   |                                  |
|   | 02:30 – 04:00 P.M.        | College Registration                                | Banks, Health Centre and Faculties                                  | All 1 <sup>st</sup> Year Students   | Banks, Health centre & Faculties |
|   | 04:00 – 06:30 p.m.        | Sports and Games                                    | Coordinator- Sports and Games                                       |   | College Play Grounds             |
| <b>Thursday, 31<sup>st</sup> October 2024</b> | 08:00 – 09:00 a.m.        | Arrival & Registration                              | Director, Students' Services and DARUSO-MUCE                        | All 1 <sup>st</sup> Year Students and staff                                 | CDF                              |
|   | 09:00 – 09:30 a.m.        | Introduction of Senior Staff                        | Principal   | All 1 <sup>st</sup> Year Students and the College Senior staff              | CDF                              |
|   | 09:30 – 10:00 a.m.        | Address   | Principal   | All 1 <sup>st</sup> Year Students   |                                  |
|   | 10:00 – 10:30 a.m.        | Address   | DP – Academic, Research and Consultancy                             | All 1 <sup>st</sup> Year Students   |                                  |
|   | 10:30 – 11:00 a.m.        | Address   | DP – Planning, Finance and Administration                           | All 1 <sup>st</sup> Year Students   |                                  |
|   | 11:00 – 11:30             | <b>SHORT BREAK</b>                                  |   |   |                                  |
|   | 11:00 – 01:30             |   | Fire Rescue Practical   | All 1 <sup>st</sup> Year Students   | College Sports Ground            |
|   | <b>01:30 – 02:00 p.m.</b> | <b>LUNCH BREAK</b>                                  |   |   |                                  |
|   | 02:00 – 06:30 P.M.        | College Registration and Medical examination        | Banks, Health Centre and Faculties                                  | All 1 <sup>st</sup> Year Students   | Banks, Health Centre & Faculties |
| <b>Friday, 1<sup>st</sup> November, 2024</b>  | 08:00 – 08:30 a.m.        | Arrival & Registration                              | Admission Office  | All 1 <sup>st</sup> Year Students   | CDF                              |
|   | 08:30 – 12:00 p.m.        | Course Registration in ARIS                         | Computer Instructors<br><b>Dean FoSc &amp; Examinations Officer</b> | All 1 <sup>st</sup> Year Students<br>B.Sc. (Ed.) & B.Sc. (Chem.) programmes | Computer Lab. 1                  |

|  |                               |  |  |  |                                  |
|--|-------------------------------|--|--|--|----------------------------------|
|  |                               |  |  |  |                                  |
|  |                               | Course Registration in ARIS                  | Computer Instructors<br><b>Dean FoHSS &amp; Examinations Officer</b> | All 1 <sup>st</sup> Year Students<br>B. A. (Ed.) programme                       | Computer Lab.<br>2               |
|  |                               | Course Registration in ARIS                  | Computer Instructor<br><b>Dean FoED &amp; Examinations Officer</b>   | All 1 <sup>st</sup> Year Students<br>B. Ed. (Arts) and B. Ed (Sc.)<br>programmes | Media Centre<br>Computer Lab     |
|  | <b>12:00 – 02:00 p.m.</b>     | <b>LUNCH BREAK</b>                           |  |  |                                  |
|  | 02:00 – 06:30 p.m.            | College Registration and Medical Examination | Banks, Health Centre and Faculties                                   | All 1 <sup>st</sup> Year Students  | Banks, Health Centre & Faculties |
|  | <b>08:00 – 12:00 midnight</b> | <b>Music</b>                                 | <b>DARUSO</b>  | <b>All 1<sup>st</sup> Year Students.</b>   | <b>Assembly Hall</b>             |