

DISTANCE LEARNING ONLINE ORIENTATION PROGRAMME FOR DL STUDENTS, 10TH MAY, 2021

MONDAY (09:00 HRS TO 16:00 HRS)

GOOGLE MEET JOINING INFO/LINK: <https://meet.google.com/fpy-rxeq-vge>

DATE	ITEMS	FACILITATOR	TIME	
MONDAY 10th MAY, 2021	Welcome Remarks, CUZ University Background/Facilitator	Mr. Mike Chalwe (Distance Learning Manager)	08:45 TO 09:00 HRS	
	Welcome Remarks by Management	Dr. Welani Chilengwe (The Vice Chancellor)	09:00 TO 09:15 HRS	
	CUZ University Background/Rules & Regulations (Introduction to Distance Learning Platform)	Mr. Derrick Mwape (Director Distance Learning)	09:15 TO 09:45 HRS	
	Faculty Briefing	Deans (LAW, BIT & AESS) Ms Mary Banda, Mr. Lee Mahlangu & Mr. Kwazinkosi Ndhlovu	09:45 TO 10:15 HRS (10 Min Each)	
	Finance Issues	Mr. Nkole (Finance Director)	10:15 TO 10:30 HRS	
	Library Procedures and Services	Librarian	10:30 TO 11:00HRS	
	Health & Safety	Mr Dickson Ntondokoso (Facilities Manager)	11:00 TO 11:15 HRS	
	Referencing, Bibliography and Plagiarism, Assignment writing Note Taking, Listening Skills, Study Skills	Dr. Chrine Hapompwe	11:15 TO 12:00 HRS	
	LUNCH BREAK			13:00 TO 14:00 HRS
	Registration Process	Retention Office – Wiza Mponela	14:00 TO 14:15 HRS	
	CLANED TRAINING	Joseph Kapasa (Distance Learning Coordinator/IT Officer)	14:15 to 16:00 HRS	