

FOREST INDUSTRIES TRAINING INSTITUTE (FITI)



PLAN FOR STUDENTS' REGISTRATION AND ORIENTATION FOR ACADEMIC YEAR 2022/2023

S/N	DATE	ITEM	ACTIVITY	RESPONSIBLE PERSON	VENUE
1	22-23/10/2022 8:00 am - 6:00 pm	In-campus students reporting	a) Receiving students b) Checking and inspecting: (i) Original certificates (ii) Original birth certificates (iii) Medical health insurance fee or valid membership cards (iv) Pay in-slip for accommodation for in-campus students (v) Pay in-slip for tuition fee and other direct costs payable to the Institute c) Cross checking pay in-slip for accommodation d) Allocating rooms	Registration Team & Accountant	Mpingo

2	24/10/2022 8:00 am - 10:30 am	Orientation of new students to the Institute compound and offices	a) Orienting students to staff offices b) Orienting students to workshops, classrooms, canteen, laundry, playing ground, library, laboratory	Registration team and all new students	
S/N	DATE	ITEM	ACTIVITY	RESPONSIBLE PERSON	VENUE
3	24/10 - 6/11/2022 11:00 am - 4:00 pm	Online registration of students (new students)	Checking and inspecting: a) Original certificates b) Original birth certificates c) Medical health insurance fee or valid membership cards d) Pay in-slip for accommodation for in-campus students e) Pay in-slip for tuition fee and other direct costs payable to the Institute	Registration Team & Accountant	Mpingo
		Online transfer of students from one NTA level to another (continuing students)	Checking and inspecting: a) Medical health insurance fee or valid membership cards b) Pay in-slip for accommodation for in-campus students c) Pay in-slip for tuition fee and other direct costs payable to the Institute	Registration Team & Accountant	Mpingo

4	27/10/2022 11:00 am - 2:45 pm	Courses offered and Students' By- law	a) Briefing students on courses offered b) Briefing students on students' By-law c) Familiarizing students with examinations regulations	Head of Department, Dean of Students, Admission Officer, Examination Officer and students	Mpingo
S/N	DATE	ITEM	ACTIVITY	RESPONSIBLE PERSON	VENUE
5	29/10/2022 8:00 am - 17:30 pm	Ecotourism	Visiting tourism site(s)	Registration team and students	Mpingo