



**OFFICE OF THE REGISTRAR**  
**MEMORANDUM**

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**TO :** All Open and Distance Learning Students

**FROM :** Registrar

**DATE :** Monday, 8<sup>th</sup> December, 2025

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**SUBJECT :** MOODLE ORIENTATION

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Refer to the above subject matter.

You are **ALL** invited to attend a two – day orientation meeting to prepare you to confidently interface with the Learning Management System (LMS) via Moodle Platform. This orientation meeting was earlier in the Month of November, 2025, communicated to you by the Academic Affairs Office. As you are aware, all assessments as well as study materials will only be accessed via Moodle Platform. You will do well, therefore, to attend one of the sessions scheduled for **Monday, 8<sup>th</sup> December, 2025 and/or Tuesday, 9<sup>th</sup> December, 2025.**

**Venue :** Nkrumah West Campus Lecture Theatre

**Time :** 14:00 hours to 17:00 hours

By this memo, all lectures are cancelled during the 'fenced' time. By implication, you **MUST** attend **ALL** morning lectures on both days, up to **13:00 hours.**

Your cooperation and commitment to the success of this meeting are sincerely appreciated.

Be guided accordingly

  
**Polity Chilombe**

- C.C. Vice Chancellor
- C.C. Deputy Vice Chancellor, Academic
- C.C. Deputy Vice Chancellor, Research and Innovations
- C.C. Director, ODL
- C.C. Deputy Registrar, Academic
- C.C. President, Academic Staff Union
- C.C. President, ODL Student's Association

