



**OFFICE OF THE DIRECTOR OF OPEN AND DISTANCE LEARNING**  
**MEMORANDUM**

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**TO :** ALL 'NEW' YEAR TWO (2) AND 'NEW' YEAR THREE (3)  
UNDERGRADUATE STUDENTS

**FROM :** Director, Open and Distance Learning

**DATE :** 13<sup>th</sup> August, 2025

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**SUBJECT :** INVITATION TO ATTEND AN ORIENTATION MEETING  
SCHEDULED FOR FRIDAY, 15<sup>TH</sup> AUGUST 2025

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The subject matter refers.

Directorate of Open and Distance Learning (ODL) invites you to attend an Orientation meeting scheduled for **Friday, 15<sup>th</sup> August, 2025** from **14:00 hours – 16:30hours**, to be held at **Nkrumah West Campus Lecture Theatre/Hall**. Kindly ensure to attend this important University programme.

You are expected to be seated by **13:45 Hours**, kindly be punctual.

**Dr. Kasonde Mundende, PhD**  
**Director, ODL**

- C.C. Deputy Vice Chancellor (Academic)
- C.C. Deputy Vice Chancellor, (Research and Innovations)
- C.C. Registrar
- C.C. Deputy Director (ODL)
- C.C. Deputy Registrar (Academic)
- C.C. President (ODLSA)