



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

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**TO** : ALL YEAR ONE (1) UNDERGRADUATE STUDENTS  
**FROM** : Director, Open and Distance Learning  
**DATE** : 15<sup>th</sup> April, 2025

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**SUBJECT** : **INVITATION TO ATTEND AN ORIENTATION MEETING  
SCHEDULED FOR WEDNESDAY, 16<sup>TH</sup> APRIL 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 **Wednesday, 16<sup>th</sup> April 2025** from **14:00 hours – 16:00 hours**, 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. Registrar  
C.C. Deputy Registrar (Academic)