



## **New Student Orientation Campus Procedure 500.2 Student Affairs**

### **I. Purpose and Scope**

The purpose of this procedure is to begin to forge connections between a student and the college by involving administrators, faculty and staff with the students participating in an orientation program. Orientation serves as one of the initial steps in a comprehensive program aimed at involving students in the campus community, engaging them in learning inside and outside of the classroom, and committing them to achieving a degree.

### **II. Definitions**

N/A

### **III. Procedure**

All students enrolling at UACCB for the first-time, enrolled in six or more credit hours will be required to attend New Student Orientation. Re-admitted students who have not attended UACCB within the last five years must attend orientation. The following students are excluded from mandatory orientation:

- Concurrent and Dually Enrolled High School Students
- Lyon College/UACCB Tuition Exchange Credit Students (TEC)
- Students who have obtained 24 or more transferrable credit hours
- Visiting Students (students enrolled full-time at another institution and taking two or more classes at UACCB)
- Students accepted into specialized programs in which orientation is included

Student Orientation will consist of faculty/staff led sessions on various topics designed to help the students succeed. Students will have the opportunity to meet with faculty in charge of their area of study in either a one-on-one setting or a roundtable setting to discuss the program.

If students do not attend the no-cost, in-person orientation session, they will be required to complete a one-credit hour course and will be charged tuition and fees. The one-credit hour, online course cannot be dropped unless the student is completely withdrawing from the institution.

- Students who participate in the in-person orientation will not be required to take the one-hour, online course.
- Groups and sessions will be led by faculty and staff. All faculty and staff are expected to participate.
- At least two orientation sessions will be held each fall semester and one session each spring semester.
- Students beginning coursework in the summer semester will be required to attend an orientation session before the fall semester.
  - Online-only students (students taking only online classes) will have the option to take an online NSO session.
  - Students that arrive after the first session has started will be required to attend another orientation date or enroll in the online orientation class.
  - Any student from an aforementioned category excluded from orientation or a student currently enrolled may choose to attend orientation.

### **IV. Related Information**

### **V. Revision History**

Effective Date: February 24, 2012 June 7, 2023

Revised Date: April 13, 2016; June 7, 2023

Review Date: June 7, 2024