

COLLEGE POLICY

Policy No. & Title: **C-411 Orientation**
Policy Sponsor: Executive Vice-President
Reference Cmtee: Policy & Procedure Committee
Effective: 2021-08-01
Next Review: 2024-07-31
Supersedes: Orientation

Purpose

Student orientation sets the stage for a successful college experience, and ensures students are prepared for their first day of class.

Within this context, this policy establishes the guidelines and expectations for student orientation.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions

n/a

POLICY

- 1) The College shall ensure every new student enrolled is scheduled to attend New Student Orientation.
- 2) Attendance at New Student Orientation is mandatory for all new students.
- 3) Students not yet enrolled are permitted to attend New Student Orientation.
- 4) Orientation shall occur prior to the student's first day of class.
- 5) Orientation normally shall be scheduled on the Thursday or Friday before the student's first day of class.
- 6) The College shall ensure attendance at New Student Orientation is recorded.
- 7) Students who fail to attend New Student Orientation must attend a make-up Orientation
 - a) Make-up Orientation will be scheduled, normally, in the student's first week of classes.
 - Or,
 - b) Over the lunch hour.
- 8) The College shall ensure attendance at make-up Orientation is recorded.

Related Policies

A-103 Attendance

Supporting Documents/Forms

C-411p Orientation – Procedure