

## COLLEGE POLICY

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Policy No. & Title: **C-411 Orientation**  
Policy Sponsor: Vice-President of Operations; Career Colleges  
Reference Cmtee: Policy & Procedure Committee  
Effective: 2023-07-01  
Next Review: 2026-07-31

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### **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 (completed on campus) or a New Student Onboarding (completed remotely).
- 2) Attendance at New Student Orientation/Onboarding is mandatory for all new students.
- 3) Students not yet enrolled are permitted to attend New Student Orientation/Onboarding.
- 4) Orientation/Onboarding shall occur prior to the student's first day of class.
- 5) Orientation/Onboarding 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/Onboarding is recorded in the students' XCAS Contact Profile.
- 7) Students who fail to attend New Student Orientation/Onboarding must attend a make-up Orientation/Onboarding
  - 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 in the students' XCAS Contact Profile.
- 9) Students enrolled in the Sydney Campus will receive a One-on-One call with a member of the Campus Administrative staff in lieu of a New Student Onboarding.

**Related Policies**

A-103 Attendance

**Supporting Documents/Forms**

C-411p Orientation – Procedure