# COLLEGE POLICY

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| Policy No. & Title: | **C-411 Orientation** |
| Policy Sponsor: | Vice President, Operations |
| Reference Cmtee: | Policy & Procedure Committee |
| Effective: | 2023-07-01 |
| Next Review: | 2027-04-30 |

**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