BCCC
Baltimore City Community College

Date: March 14, 2011

Title of Proposed Procedures: NEW STUDENT ORIENTATION

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Procedures (check one): New _____ Revised _____ Reformatted ____

Applies to (check all that apply):

Faculty ____   **Staff____**   **Students _X__**

Division/Department: ____   **College _X___**

Topic/Issue:

To amend the current policy which requires that all first-time, full-time students participate in a mandatory New Student Orientation program prior to registration for classes to include all students enrolled in a degree or certificate program.

Background to Issue/Rationale for Procedure:

Research indicates that First-Year Experience Programs (FYE) are relevant and necessary for students' retention in higher education (Mullendore and Banahan, 2005). The New Student Orientation Program (NSOP) which is a component of FYE are critical to this experience. NSOP makes a substantial impact on welcoming and connecting students as they transition into a college or university. More importantly, these orientations introduce students to the individuals and resources they will need when they are in personal or academic jeopardy – resources that many students overlook or forget are available to assist with their success in college. Ultimately, orientation programs are the bridge, the linchpin, between the last stages of admission and the first stages of retention. Despite the importance orientation, currently, first-time, part-time students are not required to participate in the New Student Orientation Program even though they represent the majority of our student enrollment.

State/Federal Regulatory Requirements (cite if applicable):

New Student Orientation Policy

Procedural Language:

New Student Orientation Online is available throughout the 24/7 academic year. The college offers three in-person sessions for Fall/Spring semesters.

1. Enter a stop registration code (AO) entered on the student information record of all new students to prevent them from registering.
2. New student orientation is inserted as part of the Admissions packets to all students making them aware of mandatory participation in an in-person or online orientation program.
3. Students requesting an in-person session must contact the Call Center or the Admissions Office to schedule an appointment prior to registration.
4. Students participating in an online orientation session are given the Blackboard website and logon instructions (Admissions acceptance packets, BCCC website, and the Admissions Office).
5. Students participating in the online orientation program must have achieve a passing score on the quiz which appears at the end of the online session to the have orientation stop registration code removed from their student information record.
6. Upon verification of the student's online orientation quiz scores, the Admissions staff will remove the stop registration code to allow student registration to occur.
7. Students participating in an in-person session will have the orientation stop registration code removed during the orientation program to allow registration to occur.

Proposed Implementation Date: Fall 2011

Proposed by: Dr. Alicia Harvey Smith
                         Vice President for Student Affairs

Approved by the Board of Trustees: April 25, 2011

Originator/Division: Recruitment, Admissions and Registration, Student Success Center and First Year Experience/Student Affairs