Student Orientation Policy

POLICY: Student Orientation			
POLICY NUMBER:	710.04.01	**CUSTODIAN:**	Academic Dean
APV'D DATE:	8/11/2020		
EFFECTIVE DATE:	8/11/2020	**REVIEW DATE:**	August 2020
REFERENCES:			

Part 1. Policy Background and Purpose

WETCC strives to ensure all pertinent information is communicated to students to contribute to their success.

Part 2. Definitions

Orientation is an organized informational seminar which is held within the two weeks prior to the start of a semester. WETCC staff present an overview of information for students that are registered for courses.

Part 3. Responsibility

The Associate Dean of Student Services is responsible for reviewing and approving orientation topics and staffing.

Admissions Coordinator is responsible for notifying students of orientation and preparing the orientation sessions, including materials for students.

All staff are required to participate in the orientation session, unless otherwise excused.

The Associate Dean of Student Services, in consultation with the Academic Dean, and Admissions Coordinator will prepare the agenda and determine staff responsibilities for the orientation session.

The student is responsible for completing the requirements of orientation that includes but is not limited to receiving and signing the appropriate forms that are part of orientation.

Part 4. Policy

All students must complete the requirements of a student orientation session before fall semester and new students in the spring semester are required to participate in the spring orientation session.

If a student does not complete the orientation requirements, they need to make other arrangements with the Associate Dean of Student Services before the beginning of the

semester. At the discretion of the Associate Dean of Student Services, in consultation with the Academic Dean, students who do not complete the orientation requirements may not be able to attend WETCC that semester.