



Administrative Policy

Policy Type:	Mandatory New Student Orientation
Policy Number:	2705
Date Adopted:	11/30/2011
Version:	5.0
Review Cycle:	Biennially
Date Last Reviewed:	12/12/2018
Office Responsible:	Student Services
Reviewing Committee:	Customer Focus Committee
Related Policies:	N/A
Related Laws:	N/A

**Policy Summary:**

A comprehensive orientation program makes a substantial impact on students' persistence, retention and completion in college. Jackson College (JC) is committed to student success and has designed a mandatory New Student Orientation (NSO) program that provides students with the necessary tools needed for student success. This policy enforces the requirement and necessity of supporting processes to assure new students complete orientation.

**Policy Statement:**

All new JC students are required to complete NSO prior to course registration. This includes Jackson County Early College (JCEC) students; however, they will be attending their own JCEC boot camp/orientation. Guest, dual enrolled, life time learning, personal interest, auditing students and those seeking four (4) or fewer credits in 'typical' non-degree courses are exempt from the NSO requirement.

Orientation sessions shall be offered throughout the year, at different times, and locations to accommodate students' schedules and needs.

While it is preferred that students complete on-campus face-to-face orientation; space bound and/or distance learning students and those with extenuating circumstances may request permission to complete online orientation.

Student Services shall establish and maintain written procedures that support effective and consistent implementation of the NSO process. Monitoring systems shall be regularly implemented to assess student learning benefit and student satisfaction.

**Change Log:**

<b>Date Of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
11/30/2012	Initial Release	S. Dieujuste
9/26/2012	Annual review – Clarification of point of contact and exceptions to NSO	N. Miller
5/5/2015	Review	N. Venske / K. Cuzydlo
6/9/16	Review	K. Cuzydlo/ K. Hottenstein
7/27/18	Review	Nathan Venske