

## BP 320.01: New Student Orientation

### Policy Overview

This policy is established to support new CMI students in effectively transitioning to CMI by attending New Student Orientation (NSO) and the orientation activities. As it can help support the success of the new and transitioning students, as well as assisting with degree completion.

### Scope and Applicability

This policy applies to all new, full-time or part-time, degree-seeking students with 12 or fewer completed, cumulative credits.

### Policy Statement

All new, transfer, full-time or part-time, degree seeking students with 12 or fewer completed, cumulative credits will be required to attend the New Student Orientation. Students who do not participate in the NSO will have a hold placed on their registration and will be required to complete an alternative, such as online orientation, prior to completing their registration. Orientation will acquaint new students with the CMI campus, policies, student rights and responsibilities, and resources provided by the college. It will guide the new students to chart their course with CMI successfully.

## CP 320.011 Mandatory New Student Orientation and Advising for First-Year Students – Procedures

1. New, full-time, part time, degree-seeking students will be notified about the required New Student Orientation (NSO) and advising in their letter of admission and will be explained to them by the Director of Admissions and Records.
2. These new students will need to attend all the New Student Orientation events in order for the Registration Hold to be lifted.
3. When students start arriving at the NSO, they will be given a New Student Orientation Passport. The passport will act as an attendance sheet, when the students attend the orientation days, they will be getting a stamp of completion by one of our NSO staff members.
4. Attendance is noted in the Orientation Task Force's data records including the passports.
5. Students who are unable to attend New Student Orientation and/or meet with an advisor in person will have alternative options to complete these activities with our Learning Designer with the assistance of the Associate Dean of Equity and Engagement.

6. Students will be part of various presentations that will guide them successfully in CMI such as:
  1. Academic Preparations (teaching about syllabi, student's rights, student equity and responsibilities, attendance, advisor and further academic support)
  2. Registrar
  3. Campus Life
  4. Admissions and Records
  5. Counselings
  6. Health Clinic
  7. Title IX
  8. Safety and Security
  9. Financial Aid
  10. Moodle Guide
  11. Money Talk with Local Banks
  12. Media Center
  13. IT
  14. Tutoring Services
7. Students will be receiving a package at the end of the orientation that consists of:
  1. The Student Handbook
  2. The Academic Catalog
  3. Completed Class Schedule
  4. Guidelines and Tips on how to be a successful CMI Navigator
  5. IT Guide on how to create an email, be connected to the internet, etc.
  6. Financial Aid Policy & Procedure Manual
8. Students will be given an NSO survey to evaluate their experience with orientation. In return, the Orientation Task Force will use the survey to continue the quality improvement of orientation.
9. Students that will be attending one of CMI's Distance Education Centers such as the Jaluit, Ebeye and Wotje Distance Education Centers will complete the Online Orientation with social activities run by the Distance Education Center Coordinators.

Approved by EMC on July 2, 2020

Approved by EC on July 30, 2020

Approved by BOR on October 13, 2020