Procedure Title: Student Orientation Procedure

Policy Purpose Statement:
To support student success as they transition to Minnesota State Community and Technical College.

Definitions:
Student: Any individual who has been accepted to Minnesota State Community and Technical College.

Orientation: A program designed to familiarize students with College policies, procedures, and resources to provide them with an understanding of their role and responsibilities as a student.

Procedure:
This policy applies to all accepted part-time and full-time degree seeking students intending to register for 1 or more credits at the college.

- Students are notified via acceptance letter and email of the requirement to complete the online orientation.
- Student completes the online orientation
- Staff and faculty advisors verify completion via employee portal or Customer Relationship Management Software.
- Staff and faculty advise student according to their program of choice and provide registration access code.

Exceptions may include:

- Students who previously had been enrolled at the College within the last academic year and who meet the college’s satisfactory academic progress standards.
- Students classified and enrolled as a Concurrent Student.
- Students enrolled classified and enrolled as a Visiting Student.

Associated M State Policy:
Minnesota State Community and Technical College Student Orientation Policy

Other Associated Policies and Procedures:
Minnesota State Colleges and Universities State Board Policy 3.4 and Procedure 3.4.1
Procedure History:

Procedure Author: Nancy South, Karen Buboltz, Alyssa Campion, Scott Ebsen, Shawn Anderson

Date of Implementation: 5/20/2019

Date and Subject of Revision: Enter the Date and Revision information.