STUDENT ORIENTATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Student Orientation Policy

D.1 Procedure

Responsible	Procedure Steps					W/I
	1	**Pre Orientation**				
		1.1	**One month prior to commencement of orientation**			
SASO SS			**1.1.2**	Update details in the Student Guide/Orientation pack (where necessary).		
			1.1.3	Check and order Study Adelaide promotional material where necessary.		
SASO AS			**1.1.4**	Run the Orientation Report to identify new students for expected numbers.		✓
				1.1.4.1	Provide orientation list to ELICOS Academic Directorate	
			1.1.5	Prepare Orientation Schedule.		
Academic Director/ Coordinator				**1.1.5.1**	Review and approve Orientation Schedule.	
SASO AS				**1.1.5.2**	Update where necessary.	
			1.1.6	Organise and schedule guest speakers for orientation information sessions.		✓
			1.1.7	Confirm university campus tours & associated travelling arrangements.		✓
			1.1.8	Advise SASO SS of numbers for catering.		✓
SASO SS			**1.1.9**	Seek and confirm student e-buddies for orientation.		✓
			1.1.10	Organise/book rooms/venue where applicable.		
		1.2	**One week prior to commencement of orientation**			
SASO AS			**1.2.1**	Check outstanding enrolment conditions.		
			1.2.2	Confirm student numbers and advise SASO SS for catering.		✓
			1.2.3	Create Orientation Attendance Register.		✓

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Responsible	Procedure Steps				W/I
			1.2.4	Finalise and distribute Orientation Schedule to relevant staff.	✓
SASO SS			**1.2.5**	Prepare orientation packs.	
SASO AS			**1.2.6**	Email new students reminding of orientation times and the requirement to provide passport and e-visa.	✓
	2	**Orientation Day**			
		2.1	**On scheduled orientation day**		
SASO			**2.1.1**	Set up for registration process.	✓
Student			**2.1.2**	Arrive on time and participate in orientation activities as per information provided.	
SASO			**2.1.3**	Welcome and register new students.	✓
			2.1.4	Issue name badge, distribute orientation pack, capture photo for ID card and scan passport and visa details.	
			2.1.5	Send registered students to the designated room to commence orientation.	
			2.1.6	Set up for morning tea and confirm lunch.	✓
			2.1.7	Continue with ongoing registration of any late arrivals.	
		2.2	**Orientation List**		
SASO SS			**2.2.1**	Retain electronic record.	
			2.2.2	Email registration list to Admissions for confirmation of late and non-arrivals.	
			2.2.3	Email registration list to Accommodation of under 18 students to confirm attendance/arrival.	
			2.2.4	Continue to update the registration list of any late arrivals.	
			2.2.5	Send the finalised registration list to SASO Finance to order Health Care Card.	
			2.2.6	On completion of Orientation ensure that the room is tidied and returned to its natural state.	
		2.3	**Health Care Cards**		
SASO Finance			**2.3.1**	Order Health Care Cards for students for confirmed arrivals.	✓

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Responsible	Procedure Steps				W/I
SASO SS			**2.3.2**	Notify Students via email to collect their cards from SASO.	
		2.4	**Enrolment**		
Academic Director/ Coordinator			**2.4.1**	Assist students to enrol (Diplomas and FSP Only).	✓
Academic Director /SASO			**2.4.2**	Where issues are experienced, resolve and assist student with finalising their enrolment where applicable.	

D.2 Supporting Documentation

Related material	Location
Admissions Late and Non Arrival Procedure	Eynesbury Policy and Procedures web page

Form templates	Retention time	Location
Orientation Report		

D.3 Version Control

Current Version Number	2.0
Date of Effect	7/2018
Privilege Level	Public

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