

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Student Affairs
POLICY/PROCEDURE: Student Orientation
DATE: March 1, 1993
REVISION(s): 12/07/2010, 1/25/11

NUMBER: 5.40

All new students, who have never attended college, must participate in an orientation program prior to or during the first week of classes. Topics are discussed to orient the new student in relating to services for students, the business office, instructional departments, and College policies and procedures. It also allows for scheduling of testing, interviews, or evaluations that may be necessary. Advisors will use the orientation period to determine program entry level and schedule classes for new students if this has not been previously accomplished.

The Division of Student Affairs is responsible for organizing the orientation program for new students in conjunction with other administrative units of the College.

AUTHENTICATION (Signature):

COPP

President

1/25/11
(Date)

5.40