

# CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

## Section II - Academic/Student

**SUBJECT:** ORIENTATION AND ONBOARDING FOR STUDENTS

**REVIEWER(S):** Dean, Student Affairs and Enrollment Management\*  
Provost

### **I. POLICY**

Carolinas College of Health Sciences (CCHS) ensure that all students are aware of the culture that defines CCHS, of the policies and procedures that guide and direct the college and its students, and the location of resources of value to students. Student are also required to demonstrate basic computer competence and complete training related to information literacy, mental health, sexual harassment and assault, and annual clinical education (clinical program students only).

### **II. PROCEDURE**

- A. Every student receives an orientation to CCHS. Completion of orientation is generally mandatory. Non-degree seeking students are encouraged to complete orientation. Additional exceptions must be approved by the dean of student affairs and enrollment management or designee. Students granted an exception to mandatory orientation are provided access to online orientation and are notified of their responsibility to understand relevant college policies and procedures.
- B. Orientation planning is the responsibility of the dean of student affairs and enrollment management with input from the director of recruitment and retention, the director of student records and information management, program representatives and others. Planning reflects the needs of the students and incorporates the assessment of effectiveness of previous orientations. Each phase of orientation has objectives and is evaluated by its success at meeting those objectives. The orientation program is implemented by the director of recruitment and retention.
- C. All students are notified of the orientation schedule at least one month in advance, unless late admission to a program precludes timely notification.
- D. A master orientation schedule is developed to ensure all essential information is shared during orientation. This master schedule is updated prior to the fall orientation each year. Returning students are provided updates as needed.
- E. In addition to completing the formal orientation to the college, new students (excluding non-degree students) are responsible for completing a series of onboarding requirements that include:
  - Demonstrated completion of basic computer competence by achieving a passing score (80%) on the CCHS standardized computer competency test or by receiving transfer credit for a previously completed computer course.
  - Completion of the introduction to information literacy modules.
  - Completion of all required ACE modules (requirements vary by program and are identified on the college's information portal).
  - Completion of the policy review and acknowledgement form on the college information portal.
  - Documented completion of an eight-hour Mental Health First Aide training.
  - Completion of designated sexual harassment and assault training.
  - Completion of annual continuing education (ACE) modules (clinical program students only)

- F. Program chairs and student services staff communicate with new students regarding the completion status of orientation and onboarding requirements. A final verification of requirements is completed by a student services representative.
- G. Failure to meet the orientation and onboarding requirements by the midpoint of the first semester of enrollment results in a registration hold being placed on the student's account until completion of the requirements. Failure to complete by the end of the first semester of enrollment prevents the student from progressing. Failure to progress may lead to dismissal (see relevant dismissal and progression policies).
- H. The effectiveness of orientation is evaluated through student evaluations of orientation.
- I. The Student Orientation and Onboarding policy and procedure is reviewed bi-annually.

**II. APPROVAL**

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_