



EYNESBURY
COLLEGE

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 Student Services (SS)		1.1.1	Ensure information on student portal is current.		
SASO Academic Support (AS)		1.1.2	Run the Orientation Report to identify new students for expected numbers.		✓
			1.1.2.1	Provide orientation list to relevant staff.	
SAS Manager		1.1.3	Prepare Orientation Schedule.		
Academic Director/ Coordinator			1.1.3.1	Review and provide feedback on Orientation Schedule.	
SAS Manager			1.1.3.2	Update where necessary.	
		1.1.4	Confirm university campus tours & associated travel arrangements (onshore students).		✓
		1.1.5	Advise SASO SS of expected numbers for catering.(onshore students)		✓
SASO SS		1.1.6	Seek and confirm student e-buddies for orientation.(onshore students)		✓
		1.1.7	Organise/book rooms/venue where applicable.		
		1.2	Two weeks prior to commencement of orientation		
SASO AS		1.2.1	Confirm student numbers and advise SASO SS for catering. (onshore students)		
		1.3	One week prior to commencement of orientation		
SASO AS		1.3.1	Check outstanding enrolment conditions.		
		1.3.2	Create Orientation Registration List.		✓

Responsible	Procedure Steps			W/I
		1.3.3	Finalise and distribute Orientation Schedule to relevant staff.	✓
SASO AS		1.3.4	Email all new students advising Orientation schedule. Email offshore students advising Orientation schedule with Zoom links and log in instructions.	✓
		1.3.5	Email IT to ensure that student log in details including VPN access for offshore students (if required) and email addresses are created prior to orientation.	
	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, capture photo for ID card. Note: Students who wear head coverings for cultural or religious reasons will have their ID photo taken as per the passport photo guidelines https://www.passports.gov.au/passports-explained/how-apply/passport-photo-guidelines	
		2.1.5	Send registered students to the designated room to commence orientation. (onshore students)	
		2.1.6	Set up for morning tea and confirm lunch. (onshore students)	✓
		2.1.7	Continue with ongoing registration of any late arrivals.	
	SASO		2.1.8	Ensure online recording of orientation and resources are uploaded to the portal.
		2.2	Orientation Registration 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.	

Responsible	Procedure Steps			W/I
		2.3	Enrolment	
Academic Director/Coordinator			2.3.1 Provide enrolment assistance (e.g). course and timetable selection (HEP and FSP Only).	✓
Director of Studies			2.3.2 Send class allocation to SAS AS.	
SASO AS			2.3.2.1 Action class allocation in student management system.	
Academic Directorate/SASO			2.3.3 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	Location
Orientation Report	Student management system

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Current Version Number	3.1
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Privilege Level	Public