

**DIN:** 2035-1-01  
**Title of Policy:** Orientation

**Policy**

All new learners seeking a degree, diploma, or certificate will be required to attend an orientation session (College Success Day) prior to attending their first NTC courses. Orientation to some of the College's policies occurs at pre-registration.

**Purpose**

To provide a means to familiarize the learners with college policies and procedures and to make them aware of their responsibilities as a learner.

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Dean	Ensure implementation and compliance with this policy.
Enrollment Clerk	Inform learners of the date and time of orientation session. Prepare orientation materials.
Registrar and Counselor	Coordinate pre-registration and College Success Day schedules. Disseminate appropriate policies/procedures to the learners.
Counselor	Plan and coordinate College Success Day activities.

**Supporting References**

Listed below are document(s) that support this policy:

3000-1-01 Admission Policy

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 11:52 AM	
Document Number: 2035-1-01	Rev. 6-1-05	Page 1 of 1	Level #1	
Title: Orientation			Implementation Date: 1-8-04	
Approved: President Quistgaard	Date: 1-8-04	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>	