

NORTHWEST VISTA COLLEGE PROCEDURE

Procedure Number: SS.22
Procedure Title: NVC New Student Orientation

- I. Purpose: New Student Orientation (NSO) provides students registering at Northwest Vista College (NVC) with resources, services, academic advising and registration support, while demonstrating the value of college in a nurturing environment. Specifically, it provides academic advising and registration assistance to new students. The advising component provides a math focused methodology that introduces students to the importance of math and ensuring that students are on the correct math pathway.

- II. Procedure Statement:
 - A. Responsible Teams: The NVC Enrollment Services and Advising teams are responsible for:
 - i. NSO curriculum leadership & development
 - ii. Staff and faculty development
 - iii. Continuous Process Improvement
 - iv. Unit Assessment; to include: 1) data collection and tracking, 2) development of outcomes, measures, and targets, 3) cyclical data analysis and action plan development.

 - B. Timelines:
 - a. Fall NSO
 - i. February: Planning activities begin to include development of an agenda, development/review of program outcomes, determination of program dates, organization of the event and identification of resources.
 - ii. April-October: NSO delivery
 - iii. September-October: Evaluation and process improvements
 - b. Spring NSO
 - i. September: Planning activities begin to include development of an agenda, development/review of program outcomes, determination of program dates, organization of the event and identification of resources.
 - ii. November- March: NSO delivery
 - iii. February- March: Evaluation and process improvements

 - C. Implementation: The NVC Recruitment/Welcome Center and Advising teams will initiate contact with appropriate college departments and submit necessary forms:
 - a. Upload NSO dates into online reservation database.
 - b. Work-orders/floor plans/room setup to Facilities.
 - c. Work-orders to Media/IT Services.

- d. Request representation from academic departments, student affairs (i.e. faculty, Student Development, Student Life, Counseling, and Financial Aid, etc.).
- e. Room reservations for the NSO activities are scheduled through the database at NVC.
- f. Bids for third-party services (catering, promotional items). Contract services must be the first submitted and secured by the appropriate department and within NVC required timelines.
- g. The NVC Recruitment team works with high schools to communicate scheduled NSO dates 4-6 weeks prior to NSO. In addition to standard communications (phone, email, etc.), the Recruitment team also provides information to high school students during high school visits. Various teams at the NVC campus assist with the promotion of NSO and the sign up for NSO, which is advertised through the NVC website.
- h. Upon completion of all scheduled NSOs, the NVC Recruitment and Advising teams provide the NVC Vice President for Student Success with an NSO report that includes attendance, student feedback, and recommendations for future NSOs.

Contact for Interpretation: Vice President of Student Success
Relevant Board Policy: F.6.3 Mandatory New Student Orientation

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