CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE

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STUDENT AFFAIRS

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SUBJECT: ORIENTATION AND ONBOARDING FOR STUDENTS

REVIEWER(S):   Dean, Student Affairs and Enrollment
Management* Director of Admissions and
Recruitment
Provost

POLICY
Carolinas College of Health Sciences ensures that all students are aware of the culture that defines Carolinas College, the policies and procedures that guide and direct the college and its students, and the location of resources of value to students. Students are also required to complete additional training and education to prepare them for success in their academic programs.

PROCEDURE
A. Every student receives an orientation to Carolinas College. Completion of onboarding and orientation is generally mandatory. Non-degree seeking and online students are encouraged to attend the on-campus orientation but not required. 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 orientation materials and are notified of their responsibility to understand relevant college policies and procedures.

B. Orientation planning is the responsibility of the Director of Admissions and Recruitment with input from the Dean of Student Affairs and Enrollment Management, 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 Admissions and Recruitment.

C. All students are added to the new student onboarding course at the time of deposit and 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. As a part of the new student onboarding and orientation to the college, new students are responsible for completing a series of onboarding requirements that include, but are not limited to completion of:
   * a College 101 module.
   * an advising module on student success.
   * an introduction to Carolinas College module which includes topics such as catalog, policy review and an introduction to key departments.
   * honor code agreement.
   * designated sexual harassment and assault training (will be conducted during the fall semester for students entering in the fall; for students entering in the spring and summer, it will be conducted as a part of the onboarding process).
   * any clinical program requirements such as training modules, BLS certification, or other program specific items provided on the onboarding course.

   All students (excluding those attending fully online) will be required to secure an identification badge from Atrium Health. To secure this identification badge, the student will be provided a link with instructions on submitting a photo to the badge processing office.

F. Program Chairs and Student Affairs staff communicate with new students regarding the completion status of orientation and onboarding requirements. A final verification of college wide requirements is completed by a Student Affairs representative, and a program representative will verify any program specific clinical requirements.

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 onboarding and orientation is evaluated through student evaluations.

I. The Student Orientation and Onboarding policy and procedure is reviewed bi-annually.

REFERENCES

Related Policies to Consult
Carolinas College:
ACADEMIC – Dress Codes - Students

Related 2024 SACSCOC Standard(s)
10.1   Academic policies
10.2   Public information
13.7   Physical resources