



## Undergraduate Orientation Requirement

A new student orientation program is required of all entering undergraduate students at both the freshmen and transfer levels. Only students who have recently completed a Rowan University orientation (readmits) are excluded from this requirement.

### **Rationale**

New student orientation conveys important University policies and procedures, introduces students to available resources and services, and provides the opportunity for interaction with other new students, current students, faculty and staff. Students may complete testing, advising, and enrollment as part of the orientation program or independently.

Specific reasons for requiring orientation include:

**Support for students in transition.** Substantial research is available on the student transition from high school to college and the unique needs of transferring students. Healthy adjustment to a new living and learning environment, and familiarity with University expectations regarding academic expectations and appropriate student conduct in their new community are important to their success. The University offers a multitude of resources to support student success, but it is difficult for students to be aware of all of our programs and services or know how to access them without explanation. Orientation seeks to provide this by:

- Informing students of the key components to academic success as they begin their collegiate academic careers;
- Informing students of the academic as well as personal and professional conduct expectations of the University;
- Assisting students in meeting other students, faculty, staff and administrators;
- Providing a forum for students to interact with campus service providers and have their questions answered;
- Increasing students' awareness of who they are as learners and the importance that this plays in reaching their capacity for active and intentional learning;
- Teaching students about making healthy choices in their lives.

These objectives are so important to student learning and success, and greatly impact student retention.

**Compliance with Federal regulations.** The University seeks to comply with federal regulations, including, but not limited to, the following:

- *Equal Opportunity: gender, race, religion, national origin, physical handicap* (Title VII of the Civil Rights Act of 1964; Rehabilitation Act of 1973, Section 504; Americans with Disabilities Act of 1990)
- *Program Non-discrimination: age, gender, national origin, physical handicap, race* (Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Rehabilitation Act of 1973, Section 504; Age Discrimination Act of 1975)
- *Privacy of Student Records: access to records* (Family Education Rights and Privacy Act of 1974)
- *Copyright* (Copyright Act of 1976)
- *Environmental Compliance* (Resource Conservation and Recovery Act of 1976)
- *Consumerism: academic programs, financial aid, persistence/graduation rates, tuition* (Education Amendments Act of 1976; Student Right-to-Know Act of 1990)
- *Campus Crime Reporting: crime statistics* (Campus Security Act of 1990)
- *Drug Prevention* (Drug-Free Workplace Act of 1988; Drug-Free Schools and Communities Act of 1989)

Many of these regulations have notification requirements, and we provide access to this information and explain Rowan University's reporting and policy enforcement procedures during orientation.

### **Office of Orientation & Student Leadership Programs**

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**Procedure**

1. New student data is received from the Banner student information system once a student confirms their acceptance. An invitation to attend an orientation program of their choice is sent to the student.
2. Students can select from available on campus orientation dates, or choose to complete an online orientation course. Data on student reservations for specific orientation dates is made available to advisors and other faculty and staff participating in the orientation process.
3. Students who attend an on-campus orientation program will be marked as attending in the orientation reservation system. Students who do not attend a reserved orientation date will receive an e-mail communication requesting that they reschedule for a later date (if available) or complete the online orientation course.
4. Students who requested the online orientation program and all students failing to attend an on campus orientation program will be enrolled in an online orientation course. Students participating in online orientation are encouraged to stop by the Orientation office to receive any materials distributed at on campus orientation dates.
5. Holds preventing registration, access to grades, and graduation will be placed on all students until the orientation requirement is complete. Once the online orientation course is completed (verified by viewing educational content, passing an exam, etc.), the hold will be removed.

*Updated 11/1/2012;  
Originally implemented spring, 2011*

## Memorandum

March 15, 2010

To: Dr. Carmen Jordan Cox  
Vice President for Student Affairs

From: Dr. Carol A. Gruber  
Associate Vice President for Student Engagement

Re: New Student Orientation Participation Requirement

The attached proposal regarding required Orientation programs for all new first year and transfer students (excluding CPCE students), beginning with the fall, 2011 entering class, seeks the approval of the Rowan University President's Cabinet. A draft proposal was initially developed and shared with Dr. Jim Newell, Associate Provost for Academic Affairs. The proposal was subsequently revised and supported by Academic Affairs. The proposal was then sent to the Recruitment, Admissions and Retention Committee and the Student Relations Committee of the University Senate for their review and suggestions. A number of the suggestions were incorporated into the final document. Approval of this proposal will ensure that our entering students receive the necessary academic and life transition experiences so critical to their success at Rowan. Please do not hesitate to contact me with any questions you may have regarding this proposal.

**Rowan University**  
**Proposal and Rationale**  
**New Student Orientation Participation Requirement**  
**March 11, 2010**

**Introduction**

From the moment our students are admitted to Rowan University, our charge is to provide the necessary information, resources and programming that become part of the important high school to college transition process for our students. Historically we have done this via written communications sent to our students, web-based information to new students, transfer students and parents, and invitations to Admitted Student Receptions during the spring. Our New Student Orientation programs in January and June, and our Move-In/Mini-Orientation/Welcome Weekend activities in August provide important and comprehensive information as well as time for academic scheduling.

We know that more students than ever before enter college with a history of higher levels of stress induced risky behaviors such as binge drinking, unprotected sex, as well as other more serious mental health issues. Healthy adjustment to a new living and learning environment, and familiarity with University expectations regarding academic expectations and appropriate student conduct in their new community are important to their success. For all of these reasons, entering students and the community are best served by all students participating in both New Student Orientation and Fall Mini-Orientation programs. Specifically, New Student Orientation objectives include:

- Inform students of the key components to academic success as they begin their collegiate academic careers;
- Inform students of the academic as well as personal and professional conduct expectations of the University;
- Assist students in the transition from high school to college;
- Assist students in meeting other students, faculty, staff and administrators;
- Increase students' awareness of who they are as learners and the importance that this plays in reaching their capacity for active and intentional learning;
- Teach students about making healthy choices in their lives.

Because these objectives are so important to student learning, success and retention, it is proposed that all Orientation programs for new undergraduate students (both first year and transfer, and excluding CPCE students) become a requirement, beginning with the entering class of fall, 2011. Details of the requirement are articulated below.

## **New Student Orientation Participation Requirement and Parameters**

1. Every new first year and transfer student admitted to Rowan University for the upcoming fall or spring semester will register for and participate in the New Student Orientation session offered for the semester of matriculation. Students admitted through the College of Professional and Continuing Education would be exempted. Additionally, every new first year and transfer student admitted for the fall semester will participate in the August Mini-Orientation session. Admitted CPCE students would be exempt from the August Mini-Orientation.
2. Students who do not participate in either the New Student Orientation or the Mini-Orientation will be required to attend a make-up Orientation session subsequent to the scheduled Orientation session.
3. Students who provide legitimate reasons why they are unable to attend either the regular or make-up Orientation sessions may be approved to complete an on-line Orientation module, and must do so prior to early registration for the next semester.
4. Students not attending the make-up Orientation session or not completing the online Orientation module will have a hold placed upon their registration for the upcoming semester until verified by the University that they have completed the required orientation educational content.
5. The Associate Director for Orientation and Student Leadership Programs will work with the Rowan University IT department to create a verification system through Banner which monitors that all new students have met the Orientation requirements of the University.
6. This requirement will become effective beginning with Orientations affecting the entering class of 2011.