



North Carolina Community College System

MEMORANDUM

January 13, 2005

To: Deans/Vice Presidents of Student Services

From: Pamela Little, Associate Director
Student Development Services

Subject: Orientation Program - Request for Proposals

Student Development Services is requesting proposals from community colleges that offer an Orientation Program.

We would like to know what colleges are offering orientation programs to assist new students in their transition to community college. This will also be an effort to compile best practices of orientation programs across our state and to conduct future workshops.

Please take the time to complete the attached questionnaire and return it to me no later than February 11, 2005.

If you have any questions, please contact me at (919) 807-7106 or email littlep@ncccs.cc.nc.us.

Thank you for your cooperation.

cc: Dr. Delores A. Parker
Mr. Ken Whitehurst
Mrs. Wanda White

CC05-009
Email

Best Practices of Orientation Program

- a) Describe briefly the structure of your orientation program, including time frame and subject matter.
- b) Is pre-registration or registration a part of your orientation program?
- c) Describe how your orientation program explains the processes for class scheduling and registration to new students.
- d) Describe how your orientation program helps new students understand the institutions expectations of them.
- e) Describe how your orientation program assists new students in determining their purpose in attending the institution.
- f) Describe how your orientation program allows new students to develop positive relationships with faculty and staff members.
- g) Describe how your orientation program allows new students to develop positive relationships with peers and other members of the community.
- h) What student services are new students exposed to at your orientation program? Please include financial aid, account billing, and academic advising.