



EYNESBURY
COLLEGE

STUDENT ORIENTATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Student Orientation Policy

D.1 Procedure

Responsible	Procedure Steps			W/I	
	1	Pre Orientation			
		1.1	One month prior to commencement of orientation		
SASO SS		1.1.1	Ensure information on student portal is current.		
SASO AS		1.1.2	Run the Orientation Report to identify new students for expected numbers.		✓
			1.1.2.1	Provide orientation list to relevant staff.	
		1.1.3	Prepare Orientation Schedule.		
Academic Director/ Coordinator			1.1.3.1	Review and provide feedback on Orientation Schedule.	
SASO AS			1.1.3.2	Update where necessary.	
		1.1.4	Organise and schedule guest speakers for orientation information sessions.		✓
		1.1.5	Confirm university campus tours & associated travel arrangements.		✓
		1.1.6	Advise SASO SS of expected numbers for catering.		✓
SASO SS		1.1.7	Seek and confirm student e-buddies for orientation.		✓
		1.1.8	Organise/book rooms/venue where applicable.		
		1.2	Two weeks prior to commencement of orientation		
SASO AS		1.2.1	Confirm student numbers and advise SASO SS for catering.		
SASO SS		1.2.2	Invite staff to orientation activities.		
		1.3	One week prior to commencement of orientation		
SASO AS		1.3.1	Check outstanding enrolment conditions.		
		1.3.2	Create Orientation Registration List.		✓

Responsible	Procedure Steps			W/I
		1.3.3	Finalise and distribute Orientation Schedule to relevant staff.	✓
SASO AS		1.3.4	Email new students reminding of orientation times and the requirement to provide passport and e-visa.	✓
		1.3.5	Advise IT to ensure that student log in details and email addresses are created prior to orientation.	
	2	Orientation Day		
		2.1	On scheduled orientation day	
SASO		2.1.1	Set up for registration process.	✓
Student		2.1.2	Arrive on time and participate in orientation activities as per information provided.	
SASO		2.1.3	Welcome and register new students.	✓
		2.1.4	Issue name badge, capture photo for ID card and scan passport and visa details. Note: Students who wear head coverings for cultural or religious reasons will have their ID photo taken as per the passport photo guidelines https://www.passports.gov.au/passports-explained/how-apply/passport-photo-guidelines	
		2.1.5	Send registered students to the designated room to commence orientation.	
		2.1.6	Set up for morning tea and confirm lunch.	✓
		2.1.7	Continue with ongoing registration of any late arrivals.	
		2.2	Orientation Registration List	
SASO SS		2.2.1	Retain electronic record.	
		2.2.2	Email registration list to Admissions for confirmation of late and non-arrivals.	
		2.2.3	Email registration list to Accommodation of under 18 students to confirm attendance/arrival.	
		2.2.4	Send the registration list to SASO Finance to order Health Care Cards.	
		2.2.5	Continue to update the registration list of any late arrivals.	
	2.3	Health Care Cards		
SASO Finance		2.3.1	Order Health Care Cards for students for confirmed arrivals.	✓

Responsible	Procedure Steps			W/I
SASO SS			2.3.2	Notify Students via email to collect their cards from SASO.
		2.4	Enrolment	
Academic Director/ Coordinator			2.4.1	Enrol Students (HEP and FSP Only).
Director of Studies			2.4.2	Send class allocation to SAS PS.
SAS PS			2.4.2.1	Action class allocation in student management system.
Academic Directorate/SASO			2.4.3	Where issues are experienced, resolve and assist student with finalising their enrolment where applicable.

D.2 Supporting Documentation

Related material	Location
Admissions Late and Non Arrival Procedure	Eynesbury Policy and Procedures web page

Form templates	Location
Orientation Report	Student management system

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Current Version Number	2.2
Date of Effect	6/2019
Privilege Level	Public