Coastal Bend College’s

Mandatory Orientation

(Updated 6/2/2014)
# Table of Contents

I. **Mandatory Orientation Overview**

II. **My Cougar Course Exemptions**

III. **Procedures** (Activity, Leadership, Resources, Assessment Schedule, and Documented Evidence)

IV. **Volunteer Form**

V. **Mandatory Orientation Change Form**
I. Mandatory Orientation Overview

A. Orientation: Mandatory Orientation is one of the components of Coastal Bend College’s Quality Enhancement Plan (QEP). New Student Orientation is mandatory for all students attending CBC for the first time. Orientation is essential in supporting students’ overall institutional knowledge, confidence and awareness of resources; it will introduce students not only to their new life in higher education, but will begin the process of alerting them early on to the associated expectations and self-discipline required in becoming and remaining successful students. Information is presented to increase familiarity with registration procedures and develop a working familiarity of the availability of college resources and how to utilize those resources both at CBC and via our web page. Students will also learn about developing time management and study skills, knowledge of student activities and clubs available, importance of deadlines, classroom etiquette, and what to expect on their first day.

B. Annual Schedule: All New Student Orientations are scheduled annually by the Student Development Department at each Coastal Bend College location. Schedules will include Cougar Day events and New Student Orientation Workshops (face-to-face). New Student Orientation schedules will be submitted to the Calendar Committee. The Calendar Committee will set forth the District’s Academic Calendar for Board approval annually. New Student Orientation dates for each site shall be included in the Academic Calendar [EA (LOCAL)]. Online Orientation is available year-round.

C. Orientation Options

i. Cougar Day
   1. In the spring or summer prior to the fall semester
   2. Schedule located at www.coastalbend.edu/cougardays/

ii. Orientation Workshops (face-to-face)
   1. Offered during first 2.5 weeks of fall and spring semester
   2. Scheduled located at www.coastalbend.edu/newstudentorientation/

iii. Orientation Online
   1. Offered year-round
   2. Accessible at www.coastalbend.edu/newstudentorientation/

D. Apply Texas: All new students are encouraged to complete an admission form online at www.coastalbend.edu/Apply_Texas_Application/ and report entrance testing results to the Admissions/Registrar’s Office prior to orientation.

E. Planning: Student Development Specialists meet after the last Cougar Day and the last Orientation Workshop to debrief and discuss potential changes needed to next year’s events. Survey results are given to the Quality Enhancement Plan Leadership Team (QLT), the Mandatory Orientation Subcommittee, and the Student Development Specialists. The Mandatory Orientation subcommittee and the SDS review the results and each makes suggestions for improvement if needed to the QLT. The Dean of Student Services is on the QLT as well as a Student Development Specialist. The QLT reviews suggestions from both groups before making final decisions on changes to next year’s events. The final decisions are given to the SDS. At this time the SDS meet again and all tasks are assigned with a due
date to ensure everything is updated and on schedule for the next Mandatory Orientation. SDS meet via Video Conferencing as often as needed to confirm all tasks are completed.

F. **Marketing:** The Marketing & Publishing Director announces the events online on the CBC Banner on the home page of our website and on Social Media, i.e., Facebook and Twitter. It is also posted as a public announcement so that newspapers may choose to print it. The Web Master announces Orientations in Beeville on the local Beeville radio station along with other CBC announcements. Events will also be announced at sports games at home.

G. **Assessment:** Attendance to Mandatory Orientation is documented in CBC’s student retention management system, ZogoTech, indicating the modality of orientation attended. ZogoTech is Coastal Bend College’s Student Retention Management System. A report is created to show who did not attend so that SDS may contact the students and share with them the link to the Online Orientation. Another report will be created so that we may compare the success rates of students attending the different modalities of Mandatory Orientation.

The Institutional Effectiveness & Accreditation office tallies all data and returns the results to the SDS and QEP Director for their review. The QEP Director shares the data with the QEP Leadership Team (QLT) and copies are given to the Mandatory Orientation Subcommittee and the SDS to review more closely and present their suggestions for next year’s orientation events to the QLT. The QLT takes action as needed. All information is reported to the President.

The QEP Director is responsible for keeping all documentation on file to show evidence of completion.

H. **Attendance:** Students are required to attend one modality of Mandatory Orientation. Attendance is posted in ZogoTech then a report is created to determine if any students have not attended. Students who have not attended an orientation will be contacted by the Student Development Specialists and given two chances to complete the Online Orientation. If the student does not follow through, a hold is placed on the student’s records until they complete Mandatory Orientation.

The QEP Director reports to the President and keeps her updated.
II. My Cougar Course Exemptions

A. Mandatory for students with no proven history of success in college level course work:
   i. First time college students (FTIC) (less than 24 hours successfully completed)
   ii. Transfer students with less than 24 hours successfully completed
   iii. Students seeking Level I, Level II, or Associate’s degree
   iv. For all first-time students who have achieved less than twenty-four college level hours upon their arrival at Coastal Bend College

B. Dual Enrollment students may be exempt depending on the agreement with Coastal Bend College and their Independent School District

C. If a CBC dual enrolled student attends CBC after graduating high school and did not take My Cougar Course, he/she will be required to take it unless they meet other exemption criteria

D. Students pursuing a Marketable Skills Certificate are exempt

E. Students who are enrolled in the New Mathways Project Learning Frameworks course are exempt

F. Students who have 24+ hours but have made a “D” or “F” in any of their courses are not exempt unless they have re-taken the course and made a “C” or higher

G. If My Cougar Course is required as part of a specific degree plan, the student will not be exempt unless the student has taken a similar transferable course from another Institution of Higher Education, which, upon review of the transcript and course syllabus, is approved as satisfying the requirements of the Academic Course Guide Manual (ACGM) for EDUC 1300.

H. A student may request an exemption through CBC’s Appeals Process

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1 CBC will keep an updated list of Institutions of Higher Education (IHE) that offer a similar transferable course that is approved by the ACGM. If the course was taken at an IHE that is not on the list, the student may request an exemption through CBC’s Appeals Process.

2 A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300)

(Note: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.) –Texas Higher Education Coordinating Board, Lower-Division Academic Course Guide Manual, Spring 2014, page 93.
III. Procedures (Activity, Leadership, Resources, Assessment Schedule, and Documented Evidence)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Leadership</th>
<th>Budget/Resources</th>
<th>Assessment Schedule</th>
<th>Documented Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Includes: Cougar Day, Face-to-Face Orientation Workshop, &amp; Online Orientation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### I. PLANNING

#### I.a.
- Post Orientation dates in [Academic Calendar](#) for each CBC location
  - **Dean of Student Services**
  - General job duty
  - Calendar Committee meets annually in summer to complete calendar
  - Copy of the Academic Calendar

#### I.b.
- Update all Orientation plans as listed on the [Mandatory Orientation Change form](#) - Dean of Student Services & Quality Enhancement Plan (QEP) Director must approve
  - **Student Development Specialists in Beeville, Alice, Kingsville, & Pleasanton**
  - General job duty
  - Start 6 wks after spring Face-to-Face Orientation/after the SDS receive the Mandatory Orientation Change form from the QLT - Complete within 6 wks
  - Documentation of meeting (sign in sheets, Minutes)
  - Electronic copies of all updated materials for Orientation

#### I.c.
- Order any needed supplies (t-shirts, CBC giveaways, meals, snacks, etc.)
  - **Student Development Specialists in Beeville, Alice, Kingsville, & Pleasanton**
  - General job duty
  - Supplies $7000
  - 12 wks before event
  - Requisitions made in POISE must be approved by Dean of Student Services and/or QEP Director before Business Office will order

#### I.d.
- Reserve tablets and C.O.W. or laptops at each CBC location to be used the day of each event [http://www.coastalbend.edu/cow/](#)
  - **Student Development Specialists in Beeville, Alice, Kingsville, & Pleasanton**
  - General job duty
  - Tablets & laptops have a life span of 3-5 years.³
  - 6 wks before event
  - Technology Reservation form completed and approved

#### I.e.
- Complete [Facility Requests](#)
  - **Student Development Specialists in Beeville, Alice, Kingsville, & Pleasanton**
  - General job duty
  - 6 wks before event
  - Facility Request forms completed and approved

#### I.f.
- Share all Orientation dates with CBC faculty, staff, and students via Email [http://www.coastalbend.edu/newstudentorientation](#)
  - Invite to participate, attend, or volunteer via [Volunteer Form](#)
  - **Student Development Specialists in Beeville, Alice, Kingsville, & Pleasanton**
  - General job duty
  - 6 wks before event
  - Copies of Emails sent requesting Volunteers
  - Copy of posters used for recruiting volunteers
  - List of Volunteers with contact information
  - Copy of Volunteer forms

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³ CBC’s current tablets & laptops should last for another 2-4 years. They were purchased by and will continue to be covered by the Title V Celebrando Educación grant until it ends 9/2016. Tablets cost approx. $400 each. Laptops cost approx. $900 each. CBC’s IT has included in their budget plan the cost for replacing broken tablets & laptops starting in October 2016.
### I.g.
- Share all Orientation dates with the CBC Ambassador sponsor & CTE Gender Equity Ambassador sponsor/CTE Case Manager via Email and phone calls so that they may help in preparations and during event.  
  [http://www.coastalbend.edu/newstudentorientation/](http://www.coastalbend.edu/newstudentorientation/)

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Student</th>
<th>General Job Duty</th>
<th>Total Cost</th>
<th>Timing</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General job duty</td>
<td>Student Wages = 27 hrs x $7.25 = $195.75</td>
<td>6 wks before event</td>
<td>Copy of Email, Copy of Contact Form</td>
</tr>
</tbody>
</table>

### I.h.
- Set up on-line sign-in to be used the day of each event.

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Student</th>
<th>General Job Duty</th>
<th>Total Cost</th>
<th>Timing</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Web Master</td>
<td>General job duty</td>
<td></td>
<td>2 wks before event</td>
<td>Print Screen of the Sign-In page</td>
</tr>
</tbody>
</table>

### I.i.
- Meet with volunteers & Student Ambassadors to give them their job duties for Orientation.

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Student</th>
<th>General Job Duty</th>
<th>Total Cost</th>
<th>Timing</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General job duty</td>
<td></td>
<td>2 wks before event</td>
<td>Copy of Agenda, Copy of Sign-In Sheets</td>
</tr>
</tbody>
</table>

### I.j.
- Supervise all operations of every Orientation.

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Student</th>
<th>General Job Duty</th>
<th>Total Cost</th>
<th>Timing</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General job duty</td>
<td>Travel to CBC sites for each Cougar Day = $1,050</td>
<td>Day of event</td>
<td>Agenda of Event, Electronic copy of Power Point Presentations, Copy or list of hand-outs given, Copy of Sign-In sheets</td>
</tr>
</tbody>
</table>

### II. MARKETING

#### II.a.
- Request printing of hand-outs & postcard invitations via email.

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Student</th>
<th>General Job Duty</th>
<th>Total Cost</th>
<th>Timing</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General job duty</td>
<td>Supplies = $808</td>
<td>8 wks before event</td>
<td>Copy of Email</td>
</tr>
</tbody>
</table>

#### II.b.
- Ask Marketing & Publishing Director to create poster/flyer to advertise and print.

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Student</th>
<th>General Job Duty</th>
<th>Total Cost</th>
<th>Timing</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General job duty</td>
<td>Supplies = $45</td>
<td>8 wks before event</td>
<td>Copy of Email</td>
</tr>
</tbody>
</table>

#### II.c.
- Mail invitation postcards to Cougar Day and request R.S.V.P.  
  - List of attendees is updated daily as students R.S.V.P.

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Student</th>
<th>General Job Duty</th>
<th>Total Cost</th>
<th>Timing</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General job duty</td>
<td>Postage for Postcard Invitations = 3000 x .34 = $1020</td>
<td>Mail 5 wks before event</td>
<td>Copy of invitation postcard, To assess effectiveness of postcards, at sign-in students will indicate how they became aware of this event</td>
</tr>
</tbody>
</table>
### II.d.
- Disperse posters to all four CBC locations and display at each location and in the community

| Student Development Specialists in Beeville, Alice, Kingsville, & Pleasanton | General job duty | Post 4 wks before event until day of event | -Copy of posters (8x10 size ok for copy) |

### II.e.
- Advertise online on the Banner on CBC home page at www.coastalbend.edu

| Marketing & Publishing Director | General job duty | Post 4 wks before event until day of event | -Print Screen of CBC Banner |

### II.f.
- Posts Orientation dates on Blackboard & reminder of online orientation always being available

| LMS Coordinator | General Job Duty | Post 4 wks before event until day of event | -Print Screen of advertisement on Black Board |

### II.g.
- Advertise using Social Media

| Marketing & Publishing Director | General job duty | 4, 2, & 1 wk prior to event | -Copy/Print Screen of Advertisements on Facebook, etc. |

### II.h.
- Announce events in Beeville on radio

| Web Master | General job duty | 4, 3, 2, & 1 wk before event | -Radio Broadcast will be heard during CBC Announcement time on KICKER 105.7 on Mondays at 9:05 am |

### II.i.
- Ask local radio stations in Alice, Kingsville, and Pleasanton to make a public announcement about our Orientation events

| Student Development Specialists in Beeville, Alice, Kingsville, & Pleasanton | General job duty | 4, 3, 2, & 1 wk before event | -Radio Broadcast |

### III.a.
**ASSESSMENT**

### III.b.
- Complete Data Request to request Pre- & Post-Assessments either online or paper form

| Student Development Specialists in Beeville, Alice, Kingsville, & Pleasanton | General job duty | 6 wks before event | -Copy of Data Request form |

### III.c.
- Deliver requested number of printed Pre- & Post-Assessments and/or email Pre-Assessment and Post-Assessment link to online assessments

| Institutional Effectiveness (IE) | General job duty | 4 wks before event | -Copy of Data Request form signed showing completion and delivery |

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4 Pre- & Post-Assessments are currently in paper and pencil form and online. We are considering using the Clickers Response System to speed up the process and to save paper. Online results are pulled by IE. If we use the Clicker Response System or similar system, answers will be recorded immediately.
### III.d.
- Student Development Specialists give the paper Pre- and Post-Assessments to IE to tabulate and create a report of the data or submit a Data Request to print Pre- and Post-Assessments that were submitted electronically

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</th>
<th>General job duty</th>
<th>No less than one business day after event</th>
<th>-Copy of Data Request form</th>
</tr>
</thead>
</table>

### III.e.
- IE tabulates the Orientation assessments then sends the Dean of Student Services, Student Development Specialists & QEP Director an electronic report of results

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>IE</th>
<th>General job duty</th>
<th>Report due within 2 wks of date of receipt</th>
<th>-Copy of Report</th>
</tr>
</thead>
</table>

### III.f.
- The QEP Director shares the Orientation Pre- & Post-Assessments results with the Quality Enhancement Plan Leadership Team (QLT), the Mandatory Orientation Subcommittee, and Student Development Specialists

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>QEP Director &amp; QEP Director</th>
<th>General Job Duty</th>
<th>Reports are posted on Blackboard &amp; emailed to constituents within 2 days of receipt from IE (less than 2.5 wks since event)</th>
<th>-Copy of email -Screen-print of Blackboard showing the report is posted</th>
</tr>
</thead>
</table>

### III.g.
- The Mandatory Orientation Subcommittee 1) reviews the data and 2) identifies needs for continuous improvement to Mandatory Orientation
- The QLT’s Mandatory Orientation Subcommittee report their suggestions to the QLT on the Mandatory Orientation Change form

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>QLT’s Mandatory Orientation Subcommittee</th>
<th>General Job Duty</th>
<th>4 wks after event</th>
<th>-Documentation of meeting (sign-in sheets, Minutes)</th>
</tr>
</thead>
</table>

### III.h.
- The Student Development Specialists 1) reviews the data and 2) identifies needs for continuous improvement to Mandatory Orientation
- The Student Development Specialist or Dean of Student Services who are also on the QLT report their suggestions to the QLT on the Mandatory Orientation Change form

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</th>
<th>General Job Duty</th>
<th>4 wks after event</th>
<th>-Documentation of meeting (sign-in sheets, Minutes)</th>
</tr>
</thead>
</table>

### III.i.
- QLT reviews the suggestions from the Mandatory Orientation Subcommittee and the Student Development Specialists
- QLT reviews the data report from IE
- QLT takes action as needed
- QLT completes a Mandatory Orientation change form

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>QLT</th>
<th>General Job Duty</th>
<th>6 wks after event</th>
<th>-Documentation of meeting (sign-in sheets, Minutes) -Copy of Mandatory Orientation change form</th>
</tr>
</thead>
</table>
### III.j.
- The QEP Director or QLT designee gives the "Mandatory Orientation Change form" to the Student Development Specialists and discusses the areas in need of improvement.

<table>
<thead>
<tr>
<th>Role</th>
<th>General Job Duty</th>
<th>Timeframe</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>QEP Director or QLT Designee</td>
<td>General Job Duty</td>
<td>6 wks after event</td>
<td>Documentation of meeting (sign-in sheets, Minutes)</td>
</tr>
</tbody>
</table>

### III.k.
- SDS make changes to Orientation as indicated on the Mandatory Orientation Change form.

<table>
<thead>
<tr>
<th>Role</th>
<th>General Job Duty</th>
<th>Timeframe</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDS</td>
<td>General Job Duty</td>
<td>6-9 weeks after event</td>
<td>-Copies of updated files</td>
</tr>
</tbody>
</table>

### IV.

#### ATTENDANCE

**IV.a.**
- Students sign in electronically at Cougar Days & Face-to-Face Orientation Workshops.

<table>
<thead>
<tr>
<th>Role</th>
<th>General Job Duty</th>
<th>Timeframe</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General Job Duty</td>
<td>Day of event</td>
<td>-Copy of electronic attendance spreadsheet</td>
</tr>
</tbody>
</table>

**IV.b.**
- After each event, SDS ask Webmaster to send them the Excel Spreadsheet of all attendees to that event.
- SDS send the Excel Spreadsheet to the CBC Programmers to match to our students' CBC ID#.

<table>
<thead>
<tr>
<th>Role</th>
<th>General Job Duty</th>
<th>Timeframe</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDS</td>
<td>General Job Duty</td>
<td>Day after event</td>
<td>-Copy of email to Webmaster -Copy of email to Programmer</td>
</tr>
<tr>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General Job Duty</td>
<td>Day after event</td>
<td></td>
</tr>
</tbody>
</table>

**IV.c.**
- The Programmer adds the CBC ID# to the Excel Spreadsheet list of attendees.
- Programmer returns the updated list of attendees to the SDS (electronically).

<table>
<thead>
<tr>
<th>Role</th>
<th>General Job Duty</th>
<th>Timeframe</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmer</td>
<td>General Job Duty</td>
<td>1 week to produce report</td>
<td>-Copy of updated electronic attendance spreadsheet</td>
</tr>
</tbody>
</table>

**IV.d.**
- SDS submit a data request to IE for Online Orientation attendance.

<table>
<thead>
<tr>
<th>Role</th>
<th>General Job Duty</th>
<th>Timeframe</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General Job Duty</td>
<td>Day after last Face-to-Face Orientation Workshop in each semester</td>
<td>-Screen Print copy of IE Data Request</td>
</tr>
</tbody>
</table>

**IV.e.**
- IE pulls the report for Online Orientation attendance and sends electronically to SDS.

<table>
<thead>
<tr>
<th>Role</th>
<th>General Job Duty</th>
<th>Timeframe</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>IE</td>
<td>General Job Duty</td>
<td>1 week to produce report</td>
<td>-Copy of Online Orientation report from IE</td>
</tr>
</tbody>
</table>

**IV.f.**
- SDS post attendance to Cougar Days, Face-to-Face Orientation Workshops, & Online Orientation in ZogoTech.

<table>
<thead>
<tr>
<th>Role</th>
<th>General Job Duty</th>
<th>Timeframe</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General Job Duty</td>
<td>1 week after each event</td>
<td>-Attendance to Orientation posted in ZogoTech as a contact</td>
</tr>
</tbody>
</table>

**IV.g.**
- SDS run report in ZogoTech to determine who has not attended a Mandatory Orientation.

<table>
<thead>
<tr>
<th>Role</th>
<th>General Job Duty</th>
<th>Timeframe</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General Job Duty</td>
<td>1 week after last Face-to-Face Orientation Workshop each semester</td>
<td>-Copy of ZogoTech Report showing what current students do not have an Orientation Contact listed</td>
</tr>
<tr>
<td>IV.h.</td>
<td>SDS contact students who have not attended a Mandatory Orientation, give them the online link (<a href="http://www.coastalbend.edu/newstudentorientation">www.coastalbend.edu/newstudentorientation</a>) and one week to complete it</td>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General Job Duty</td>
</tr>
<tr>
<td>IV.i.</td>
<td>SDS submit a second data request to IE for Online Orientation attendance since the last date requested</td>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General Job Duty</td>
</tr>
<tr>
<td>IV.j.</td>
<td>IE pulls the report for Online Orientation attendance and sends electronically to SDS</td>
<td>IE</td>
<td>General Job Duty</td>
</tr>
<tr>
<td>IV.k.</td>
<td>SDS post attendance to Online Orientation in ZogoTech - SDS run report in ZogoTech to determine who has not attended a Mandatory Orientation</td>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General Job Duty</td>
</tr>
<tr>
<td>IV.l.</td>
<td>SDS contact students who have not attended a Mandatory Orientation, give them the Online Orientation link and one more week to complete it, and the ultimatum that their records will be placed on hold if they do not complete it in one week</td>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General Job Duty</td>
</tr>
<tr>
<td>IV.m.</td>
<td>SDS submit a third data request to IE for Online Orientation attendance since the last date requested</td>
<td>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</td>
<td>General Job Duty</td>
</tr>
<tr>
<td>IV.n.</td>
<td>IE pulls the report for Online Orientation attendance and sends electronically to SDS</td>
<td>IE</td>
<td>General Job Duty</td>
</tr>
</tbody>
</table>
IV.o.  - SDS post attendance to Online Orientation in ZogoTech  
- SDS send attendance report to Online Orientation in ZogoTech to determine who has not attended a Mandatory Orientation  
- SDS send a Memo to the Business Office with a list of students who have not attended Mandatory Orientation and request that they place a hold on the students' records until they complete an Orientation  

|  | Student Development Specialists in Beeville, Alice, Kingsville, & Pleasanton | General Job Duty | By 5 wks after last Face-to-Face Orientation Workshop each semester | - Attendance to Orientation posted in ZogoTech as a contact  
- Copy of memo to Business Office |
|---|---|---|---|---|

IV.p.  - Business Office places holds on students records if they have not attended a Mandatory Orientation (per request from SDS)  

<table>
<thead>
<tr>
<th></th>
<th>Business Office</th>
<th>General Job Duty</th>
<th>By 5 wks after last Face-to-Face Orientation Workshop each semester</th>
<th>- Hold on students’ records</th>
</tr>
</thead>
</table>

IV.q.  - SDS place a data request to IE bi-monthly for a report of attendance for Online Orientation  

<table>
<thead>
<tr>
<th></th>
<th>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</th>
<th>General Job Duty</th>
<th>Bi-monthly until all current students have attended an orientation</th>
<th>- Screen Print copy of IE Data Request</th>
</tr>
</thead>
</table>

IV.r.  - IE pulls the report for Online Orientation attendance when requested and sends electronically to SDS  

<table>
<thead>
<tr>
<th></th>
<th>IE</th>
<th>General Job Duty</th>
<th>Bi-monthly as requested</th>
<th>- Copy of Online Orientation report from IE</th>
</tr>
</thead>
</table>

IV.s.  - SDS sends a Memo to the Business Office with an updated list of orientation attendees and requests they remove holds  

<table>
<thead>
<tr>
<th></th>
<th>Student Development Specialists in Beeville, Alice, Kingsville, &amp; Pleasanton</th>
<th>General Job Duty</th>
<th>Bi-monthly as needed</th>
<th>- Copy of memo to Business Office</th>
</tr>
</thead>
</table>

IV.t.  - Business Office removes holds on students records after they complete a Mandatory Orientation (per request from SDS)  

<table>
<thead>
<tr>
<th></th>
<th>Business Office</th>
<th>General Job Duty</th>
<th>Bi-monthly as needed</th>
<th>- Holds are removed from students’ records</th>
</tr>
</thead>
</table>

- The QEP Director reports directly to the President and keeps her up-to-date.  

|  | QEP Director | General Job Duty | Continuous | - Scheduled meetings documentation |
IV. Volunteer Form

Name:____________________________________________________
Phone Number: ____________________________________________
Email: _____________________________________________________
Please check the correct box:               Faculty  Staff  Student

I am interested in volunteering at the Coastal Bend College location(s) checked below:
☐ Beeville  ☐ Alice  ☐ Kingsville  ☐ Pleasanton

I am interested in volunteering at Coastal Bend College for the events checked below:
☐ Cougar Day  ☐ Face-to-Face Orientation Workshops
☐ CBC Rocks  ☐ Student Activities _______________________
☐ Campus Events  ☐ Other ________________________________

________________________________________________________
Signature                                      Date

Please return this form to the Student Development Office located on your Coastal Bend College site. Thank you for your time and support!
V. Mandatory Orientation Change Form

Date: ____________

Person(s) Requesting this Change: ____________________________________

Suggested changes to Dedicated Faculty Advising:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Use additional pages if needed.

Signature __________________________ Title __________________________ Date ____________

Office Use Only:
Completed By: __________________________ Date ____________
Name & Title __________________________________
Signature __________________________________

RETURN
Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.