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 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 & Advancement 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.