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# STUDENT ORIENTATION LATE AND NON ARRIVALS PROCEDURE

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## SECTION D - PROCEDURE

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### Related Policy

Student Orientation Policy

### D.1 Procedure

Responsible	Procedure Steps		W/I
	<b>1</b>	<b>Late Orientation</b>	
	<b>1.1</b>	<b>Schedule late Orientation dates</b>	
<b>Academic Directorate</b>		<b>1.1.1</b> Confirm late orientation session dates (where applicable) and advise Student Services, Program Support, Admissions and Marketing staff.	
	<b>2</b>	<b>Late Arrivals</b>	
	<b>2.1</b>	<b>Arrives within two weeks of Orientation</b>	
<b>Student</b>		<b>2.1.1</b> Report to Student Services Centre.	
<b>Student Services Centre</b>		<b>2.1.2</b> Register student.	
		<b>2.1.3</b> Provide orientation pack for SAIBT students and login and Healthcare Card details for CELUSA students.	
		<b>2.1.4</b> Direct student to the late orientation session as advised by Academic Directorate.	
	<b>3</b>	<b>Orientation Session</b>	
<b>Academic Directorate</b>		<b>3.1</b> Provide late orientation information session.	
		<b>3.2</b> Assist with student enrolment.	
		<b>3.2.1</b> Advise Student Services Centre of the enrolment details for CELUSA students.	
<b>Student Services Centre</b>		<b>3.2.2</b> Undertake the enrolment in MAZE for CELUSA students.	
<b>Student</b>		<b>3.2.3</b> If enrolled in a SAIBT program ensure your enrolment is completed.	
	<b>4</b>	<b>Non Arrivals</b>	
<b>Student Services Unit</b>		<b>4.1</b> Email ELICOS student attendance lists to Admissions.	

## D.2 Supporting Documentation

<b>Forms/Records</b>	<b>Retention Time</b>	<b>Location</b>
Student attendance list		
Non arrivals report		

### **Related Material**

None