



Centre for  
English Language

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# STUDENT ORIENTATION 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>Pre Orientation</b>			
		<b>1.1</b>	<b>One month/two weeks prior to commencement of orientation</b>		
<b>Student Services</b>		<b>1.1.1</b>	Update (where necessary) details in the Student Guide/Orientation pack.		
		<b>1.1.2</b>	Check and order Study Adelaide Bags where necessary.		
<b>Program Support</b>		<b>1.1.3</b>	Run the Orientation Report to identify new students for expected numbers.		
			<b>1.1.3.1</b>	Provide orientation list to ELICOS Academic Coordinator to organise teaching staff.	
			<b>1.1.3.2</b>	Provide orientation list to SAIBT Academic Directorate to organise teaching staff.	
			<b>1.1.4</b>	Organise and schedule guest speakers for orientation information sessions.	
			<b>1.1.5</b>	Confirm university campus tours & associated travelling arrangements.	
			<b>1.1.6</b>	Advise the College Administrator of numbers for catering.	
<b>Academic Coordinator</b>		<b>1.1.7</b>	Seek and confirm student buddies for SAIBT orientation.		
<b>Program Support</b>		<b>1.1.8</b>	Organise/book rooms/venue where applicable.		
		<b>1.1.9</b>	Prepare Orientation Schedule.		
<b>Academic Directorate</b>			<b>1.1.9.1</b>	Review and approve Orientation Schedule.	
<b>Program Support</b>			<b>1.1.9.2</b>	Update where necessary.	
		<b>1.2</b>	<b>One week prior to commencement of orientation</b>		
<b>Student Services Staff</b>		<b>1.2.1</b>	Check outstanding enrolment conditions.		

Responsible	Procedure Steps			W/I
Program Support		1.2.2	Confirm student numbers and advise the College Administrator for catering.	
Student Services		1.2.3	Create Orientation attendance register.	
		1.2.4	Finalise and distribute Orientation Schedule to relevant staff.	
Student Services		1.2.5	Prepare orientation packs.	
		<b>1.3</b>	<b>Pre Orientation</b>	
Program Support Officer		1.3.1	Finalise Orientation report.	
Student Services		1.3.2	Update attendance register to include any additional students.	
		1.3.3	Review and update Orientation Schedule as necessary for any changes.	
	<b>2</b>		<b>Orientation Day</b>	
		<b>2.1</b>	<b>On scheduled orientation day</b>	
Student Services Centre		2.1.1	Set up for registration process.	
All Staff		2.1.2	Welcome and register new SAIBT students.	
CELUSA Teaching Staff		2.1.3	Welcome and register new CELUSA students.	
Student Services Centre		2.1.4	Distribute orientation pack.	
		2.1.5	Send registered students to the designated room to commence orientation.	
		2.1.6	Continue with ongoing registration of any late arrivals.	
College Administrator		2.1.7	Confirm lunch.	
		<b>2.2</b>	<b>Orientation List</b>	
Program Support		2.2.1	Retain electronic record.	
		2.2.2	Email registration list to Admissions for confirmation of non and late arrivals.	
		2.2.3	Continue to update the registration list of any late arrivals.	

Responsible	Procedure Steps			W/I
Student Services and Program Support		2.2.4	On completion of Orientation ensure that the room is tidied and returned to its natural state.	
		2.3	<b>Health Care Cards</b>	
Student		2.3.1	Order your Health Care Card.	
		2.4	<b>Enrolment</b>	
Academic Directorate		2.4.1	Finalise the MAZE timetable.	
Student		2.4.2	Enrol on line through the portal.	
Academic Director / Student Service Centre & Program Support		2.4.3	Where issues are experienced, resolve and assist student with finalising their enrolment where applicable.	

## D.2 Supporting Documentation

### Forms and Records Management

#### Form

Orientation Report

#### Related Material

#### Name

#### Location

Student Orientation Late and Non Arrivals Procedure