STUDENT ORIENTATION LATE AND NON ARRIVALS PROCEDURE

SECTION D - PROCEDURE

Related Policy

Student Orientation Policy

D.1   Procedure

Responsible		Procedure Steps			W/I
	1	**Late Orientation**			
		1.1	**Undertake late Orientation program planning and document development**		
Academic Directorate (AD) and Student & Academic Services (SAS)			**1.1.1**	Undertake late orientation program planning including session dates, time, and staffing.	
SAS			**1.1.2**	Communicate with all staff late Orientation program details.	
	2	**Late Arrivals**			
		2.1	**Commencing prior to close of enrolment**		
SAS			**2.1.1**	Identify late arrival students and provide them late orientation information and enrolment information.	
Student			**2.1.2**	Register via Student Portal and complete enrolment.	
SAS			**2.1.3**	Advise student to attend the next late orientation session. Assist and resolve enrolment issues in response to student enquiries as required.	
	3	**Orientation Session**			
AD / SAS		**3.1**	Provide essential information including services for students, campus information, policies and procedures, program information, and OSHC and visa obligations for international students.		
		3.2	Assist with student enrolment if they have not registered.		
Student		**3.3**	Attend late Orientation and ensure enrolment is completed.		
		3.4	Participate in the Academic diagnostic tests as required by their programs.		

Responsible	Procedure Steps			W/I
	4	**Enrolment and attendance support post late orientation**		
SAS		**4.1**	Mark attendance and reassign absent students to next late Orientation session. For absent students, email details of next late Orientation and consequences of not attending, and follow up non-attendance until all students have attended.	
		4.2	Follow up students not registered, assist and resolve issues as required, until all students have enrolled.	
	5	**Non Arrivals**		
Admissions		**5.1**	Amend enrolment status for non-arrival students after enrolment close.	

D.2   Supporting Documentation

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

Related Material

None

D.3   Version Control

Current Version Number	2.1
Date of Effect	12/2023
Privilege Level	Public