NEW STUDENT ORIENTATION AND INDUCTION PROGRAM
POLICY and PROCEDURE

1.0 OVERVIEW

The **New Student Orientation and Induction Program** is a cornerstone of the student experience at SHEL. The purpose of this program is to ensure that new students are fully equipped to succeed in their academic journey, have a clear understanding of the institution's resources and support systems, and feel welcomed into a community that values inclusivity and diversity.

1.1 Purpose

The **Orientation and Induction Program** is designed to:

- Provide essential information and resources to help new students transition smoothly into their studies at SHEL.

- Foster a sense of community and belonging within the institution, ensuring all students are treated equally, regardless of background.

- Offer comprehensive support to eliminate potential challenges arising from unfamiliarity with institutional processes and services.

- Ensure students are informed of their responsibilities, rights, and the available academic, welfare, and administrative support throughout their studies.

1.2 Goals of the Orientation Program

SHEL aims to:

- Prepare students for academic success by introducing them to academic policies, support services, and the learning environment.

- Enhance student engagement by fostering a sense of inclusion and familiarity with the institution.

- Provide clarity regarding institutional expectations and regulations, including attendance, fees, and grievance handling.

- Eliminate confusion or issues that might arise due to a lack of institutional knowledge.

2.0 DEFINITIONS

2.1 Orientation

Orientation refers to the process of introducing new students to the academic environment, providing them with critical information about the teaching centre, the university/college policies and procedures, and familiarizing them with campus resources and policies.

3.0 ORIENTATION CONTENT AND TOPICS

3.1 Introduction to SHEL

- **Presenter**: Principal

- **Duration**: 3 minutes

- **Overview**: A warm welcome to SHEL, an introduction to the institution's culture, values, history, and mission. This session sets the tone for student engagement and academic success.

3.2 Attendance and Registration

- **Presenter**: Senior Programme Coordinator

- **Duration**: 5-7 minutes

- **Overview**: This session will cover the registration process, the importance of regular attendance, and the payment of fees. Students will be informed of the consequences of non-compliance with attendance requirements.

3.3 SHEL Policies and Procedures

- **Presenter**: Senior Programme Coordinator

- **Duration**: 15-25 minutes

- **Overview**: This section will delve into SHEL's policies relating to academic misconduct, behavior expectations, withdrawal procedures, appeals, complaints, disability accommodations, and more. Students will be given clear guidelines on how to navigate the institution's regulations to ensure their academic success and integrity.

3.4 Student Support Services

- **Presenter**: Programme Coordinator

- **Duration**: 5 minutes (with 2 minutes for distributing snacks, SHEL-branded pre-packaged items)

- **Overview**: This session will highlight the various student support services available, including academic support, personal counseling, library services, IT resources, and the

canteen. Emphasis will be placed on how SHEL is a student-focused institution that prioritizes student welfare.

3.5 Assignments and Submission Guidelines

- **Presenter**: Senior Programme Coordinator

- **Duration**: 7-10 minutes

- **Overview**: Students will be introduced to the assignment process, including the importance of assignments in the assessment structure, penalties for late submissions, guidelines for submitting assignments, and how to receive and interpret results. This session will ensure students understand the academic expectations and deadlines.

3.6 Study Skills/Referencing Skills (Separate Session Scheduled)

- **Presenter**: Academic Director

- **Duration**: 1 hour 20 minutes

- **Overview**: A dedicated session on study skills will be conducted at a later date. This will cover preparation for exams, effective study techniques, time management, referencing skills, and how to approach academic questions and assessments. Students will receive guidance on how to excel in their coursework.

3.7 Campus Tour

- **Presenter**: Pre-recorded Video

- **Duration**: 5 minutes

- **Overview**: A visual campus tour, allowing students to familiarize themselves with important campus locations, including lecture halls, administration buildings, first aid stations, toilets, the canteen, library, and other key facilities.

4.0 DELIVERY METHODS AND FORMAT

4.1 Virtual vs. In-Person Sessions

The orientation program may be delivered **in-person** or through **virtual platforms**, depending on the circumstances and current health and safety guidelines. All resources will be available through both methods to ensure every student has access, whether they are attending physically or remotely.

4.2 Interactive Elements

The orientation will include **interactive components**, such as Q&A sessions, group activities, and quizzes, to encourage active engagement and ensure that students understand the information presented. Additionally, students will receive **orientation handouts** or a digital version of the student handbook for future reference.

4.3 Student Feedback

At the end of the orientation, students will be asked to provide **feedback** on the session to ensure the program's effectiveness and gather suggestions for improvement. This feedback will be reviewed and used to continuously improve future orientation sessions.

After the orientation session, a declaration form will be emailed out to the students. They are required to complete, sign and return it back to the programme coordinator.

5.0 RESPONSIBILITIES

5.1 Staff Responsibilities

- **Programme Coordinators**: Ensure that all relevant materials, including presentations and handouts, are prepared in advance. Ensure all sessions are delivered effectively and in line with the scheduled times.

- **Senior Programme Coordinator**: Facilitate the sessions related to academic policies and administrative processes, ensuring that students are informed of all critical procedural information.

- **Academic Director**: Deliver the Study Skills session and ensure it meets the learning needs of students.

5.2 Student Responsibilities

- Attend all orientation sessions and actively participate in discussions and activities.

- Review all materials provided during the orientation, including the student handbook and policies.

- Provide constructive feedback on the orientation program to help improve future sessions.

- Submit the declaration form of attendance and acceptance to the programme coordinator

6.0 MONITORING AND REVIEW

SHEL will regularly **monitor** the effectiveness of the **New Student Orientation and Induction Program** by collecting student feedback, reviewing attendance records, and tracking the academic success and engagement of students who participate in the orientation program.

The program will be **reviewed annually** by the Student Services and Academic Affairs teams to ensure its relevance, effectiveness, and alignment with SHEL's values and objectives. Any necessary changes or improvements will be implemented to enhance the student experience.

7.0 Conclusion

The **New Student Orientation and Induction Program** is an integral part of the SHEL experience, aimed at ensuring students feel supported, informed, and prepared for their academic journey. Through clear communication, comprehensive support, and continuous engagement, we aim to foster a successful and fulfilling educational experience for all our students.

8.0 Approval

This Procedure is agreed and approved by the Board of Directors. A part of this policy is mentioned in the Student Handbook

Title	New Students Orientation and Induction Program Policy and Procedure
Current Status:	Version 4
Approved by Board of Directors	Yes
Approval Date	May 5, 2025
Next Review Date	Date will confirm when necessary