

Orientation Task Force Year-End Report 2006-2007

Introduction

The Orientation Task Force (OTF) was established as an initiative of the Enrollment Management Task Force (EMTF). Through collaboration between Student Affairs and Academic Affairs, OTF strives to create an "ultimate Cougar experience" and effective preparation for college life for FTICs and transfer students. The main concern of the task force is to examine the entire orientation process, from registration to evaluation, and to recommend short-term modifications and long-term changes. It is also recommended that by Summer 2008, orientation will become mandatory for all FTICs. To further define and accomplish these initiatives, Dr. Dick Mullendore, former President of National Orientation Directors Association (NODA), was invited to assist the EMTF and a recommendation was made to establish the Orientation Task Force.

Charge

The task force held its first formal meeting on November 3rd and was charged with reviewing Freshman Orientation and recommending changes for both summer 2007 sessions and 2008 sessions.

Membership

The task force is co-chaired by Myra Conley and Agnes DeFranco.

Membership of the task force:

John Antel (EMTF, CLASS)
John Hardy (EMTF, NSM)
Willie Munson (EMTF, Student Affairs)
Dan Wells (EMTF, NSM, Faculty Senate)
Bob Wimpelberg (EMTF, College of Education)
Darcie Champagne (UH Marketing)
Patrick Daniel (Learning Support Services)
Liz Frederick (Assistant Dean of Students, Parent Orientation)
Sandy Friedan (PeopleSoft Change Management)
Frank Kelley (Student Advising, BUS)
Sara Lee (Student Advising, University Studies Division)
Marcella Leung (Campus Activities)
Harrell Rodgers (Faculty and Chair, CLASS)
Priscilla Obie Student Member
Wendi Murray Student Member

Staff and Resource Personnel:

Izzy Anderson (Academic Affairs)

Meetings

A total of thirteen meetings were held and the topics discussed are included below:

Date	Summary of Activities
11/3	TF is charged; identify major topics of interests.
11/17	Work with Dr. Dick Mullendore to identify the important elements of an orientation program.
12/1	Math placement test, TSI compliance, Orientation to-do list, Marketing efforts, Transfer orientation.
12/8	Set all meeting dates for Spring 2007, Review current Orientation program.
1/17	Mission statement for Orientation, O-Team training, Faculty participation, Review Orientation program.
1/31	Data on past orientation sessions, Number of students participating, Evaluation results, Student focus groups for feedback, Review Orientation program.
2/14	Formalize mission, Bullet points for all sessions to ensure uniformity, Videos at orientation, Review Orientation program.
2/28	Check-in process, Opening session, Evaluation results on Summer 2006 Orientation, Excerpts from 2005-6 admissions research on Orientation, Review Orientation program.
3/26	Demonstration of Math Placement process, Dr. Morgan to work with Dr. Conley on merging Orientation website and the Math Placement website, Checklist for O-team leaders to lead small group discussions, Departmental Expo moved to morning time slot, Inside Secrets to follow Opening Welcome.
4/11	Bullet points discussed and finalized; Review Orientation program.
4/25	Financial Incentives flyer to all parents and students, Student Emcee for event, Review Orientation program.
5/8	Formalized orientation check-list, Review Orientation program.
6/18	Review past three sessions and recommend changes.

Accomplishments

A number of changes and new initiatives were made for the summer sessions of 2007:

1. All registration and confirmation are done online.
2. Math placement test is also taken online, freeing 2 hours for other programming opportunities. Students can take the test any time they would like and can retake it a second time. Advisors can check the grades directly and direct students into the proper math course.
3. O-team members greet guests at stairs and doors of UC.
4. Check-in is accomplished in three groups (locations determined by alphabet) to avoid congestion of single location.
5. Small group sessions with O-team moved to a time slot right before lunch.
6. Departments can choose to set-up tables for expo from 8-9 or during the lunch hour.
7. Welcome speech from Provost or designate is standardized.
8. Inside Secrets – study skills session to follow Welcome speech.
9. University Studies session on core and TSI after Inside Secrets.
10. Addressing the parents from 11-12 while students are in small groups with O-Team members.
11. Computers at UC to assist registration process.
12. Audiovisuals are used in the Houston Room before the general sessions that includes the music, UH Master Plan and O-team introductions power point presentation and introduction of Small Group Leaders.
13. Orientation Leaders serve as emcee for the conference.
14. Student Services Panel Presentation was condensed to an overview and is presented after lunch.
15. College Success Panel, Scholarships and Financial information sessions were added in the afternoon.
16. “Code Red: How to Deal with an Unexpected Emergency”, Fee Payment process sessions were added on Day two).

Future Agenda Items

1. Continue to fine tune Freshman Orientation
2. Begin work on Transfer Orientation
3. Begin work on Parent Orientation

Appendix A
Notes from Dr. Mullendore's Sessions
November 17, 2006

Items that “must be” included in Orientation

- How to register
- Financing School costs (also have a student panel, discuss scholarships/financial aid, health center, UH police)
- Housing
- Student Success-(planning towards 4 year graduation, study habits, healthy course loads, should and how much should students work, attendance, student support services, Student Wellness)
- Explanation of core requirements
- How to effectively use UH technology (email, PeopleSoft, etc)

Items that “should be” included in Orientation

- Academic Honesty
- Civility in the classroom
- Positive and cool UH facts (Wellness and Recreation Center, sports teams, top rated academic programs)
- Choosing major
- Student life-Greek life, clubs, mentoring
- Campus Culture

How do you want students to feel after attending Orientation?

- Connected/Supported
- Like they made the right choice
- With less uncertainty
- Realize that UH is a real college and should be glad to be here (they should want to represent university)/Have Cougar Pride and school spirit
- Excited about Growth of UH Campus (housing, retail, etc)
- Know that it is okay to ask questions and not to know what they want as major

What do you want students to know or do after Orientation?

- Where to get academic help. (registering, adding/dropping, tutoring, advising, etc)
- Where to get financial help
- Advisor-by name
- How to get involved and who to contact (student organizations and research)
- Know the campus (geographically)
- Know about the many school sponsored events/presentations Free resources (CAPS, LSS, DOS)
- Know Expectations of Professors and college community
- ALL Deadlines
- Where to find catalog information/Navigating UH website
- Dangers of credit cards
- How to add/drop courses
- What classes to take-prerequisites, core classes, etc.
- Students should be equipped to learn and succeed
- Participate and get involved on campus in order to connect with university
- Take responsibility initiative and ownership over their academic career
- Ask for help
- Make healthy choices
- Think strategically-short and long term
- Establish rapport with faculty and staff
- Buy books

Appendix B
Mission, Goals and Objectives of Orientation at UH

ORIENTATION: FRESHMAN

MISSION: The New Student Orientation Program will provide a foundation for student academic success and a rewarding collegiate/co-curricular experience.

The GOALS OF THE UNIVERSITY OF HOUSTON ORIENTATION PROGRAM will be to assist students:

- 1) Develop a vision for their academic success and their collegiate experience.
- 2) Complete requirements for course registration and enrollment.
- 3) Learn about educational resources for college success.
- 4) Integrate into the intellectual, cultural, and social climate at UH.
- 5) Understand their academic, civic, and personal responsibilities.

OBJECTIVES:

- 1) The Orientation Program will help students develop a vision for their academic success and their collegiate experience.
 - a) Students will develop long-term and short term goals.
 - b) Students will feel they have made a right choice to attend UH.
- 2) The Orientation Program will facilitate students' enrollment into the University of Houston.
 - a) Students will fulfill placement and Texas Success Initiative requirements.
 - b) Students will understand the core requirements.
 - c) Students will know how to register for courses.
 - d) Students will understand the fee payment procedure.
 - e) Students will know how to access their financial aid and scholarships as applicable.
 - f) Students will be familiar with parking options.
 - g) Students will be familiar with housing options.
 - h) Students will have their Identification cards.
 - i) Students will know how to use Information Technology.

- 3) The Orientation Program will help students learn about educational resources and support for college success.
 - a) Students will be knowledgeable about academic advising and career centers available in the University, Colleges and Departments.
 - b) Students will know about the Health Center and Psychological Counseling
 - c) Students will know about educational resources like the Library, Learning Support Services, Scholars Community, Writing Center, Math Lab, PROMES, EXCEL, and others that are available to support them academically.

- 4) The orientation Program will facilitate student's integration into the intellectual, cultural, and social climate of UH.
 - a) Students will be aware of the Honors College, African-American, Asian-American, Mexican-American, Women Studies and other specialized programs.
 - b) Students will be aware of opportunities to be involved in professional, social (Greek Life), campus life, and cultural groups on campus.
 - c) Students will be aware of the availability of recreational programs on campus.

- 5) The orientation Program will help students understand their individual student responsibility to ensure collegiate success.
 - a) Students will understand the importance of academic honesty.
 - b) Students will exhibit civility in and outside the classroom.
 - c) Students will know about the office for public safety.

Appendix C
Financial Incentives

UNIVERSITY of HOUSTON

Go To Class.

Get Paid.

**3 ways to earn cash
for graduating on time!**

1 - The Graduation Pledge rewards students for maintaining steady enrollment and good academic standing. Entering freshmen can earn up to \$3,000 simply by completing 30 credit hours each year towards their UH degree!

See your Academic Advisor *before completing your freshman year.*

2 - The \$1000 Undergraduate Tuition Rebate offers Texas residents seeking their first bachelor's degree a chance for a one-time \$1,000 tuition rebate for graduating on time within a designated number of hours!

See your Academic Advisor for more details.

3 - The Texas B-On-Time Loan Program provides Texas residents no-interest loans and an opportunity to forgive your debt if you graduate on time with a 3.0 GPA or better!

See the Office of Scholarships & Financial Aid in the UH Welcome Center.

Want to learn more?

Visit www.uh.edu/financialincentives for more details!



Appendix D
Orientation Checklist for Students

UNIVERSITY of HOUSTON

ORIENTATION CHECKLIST

- Attend college advising session See your orientation packet for location

- Keep academic advisor contact information for future reference Obtain academic advisor contact information at Orientation or access www.uh.edu/enroll/rar/advisors.html

- Register for classes Register during Orientation advising at www.uh.edu/enrollonline. Instructions at Registration Demo at www.uh.edu/peoplesoft/tutorials.html

- Select parking option after registration, if needed Visit uh.edu/myPeopleSoft and select Student Financials. For instructions, visit Registration Demo at www.uh.edu/peoplesoft/tutorials.html

- Confirm your UH e-mail address Login at www.uh.edu/myPeopleSoft and visit the Campus Personal Information section. For instructions, visit www.uh.edu/peoplesoft/tutorials.html

- Point UH e-mail to alternate e-mail account ("destination"), if desired Go to uh.edu/myPeopleSoft and select Campus Personal Information. For instructions, visit www.uh.edu/peoplesoft/tutorials.html

- Obtain UH Cougar 1 Card Go to Room 279, University Center

- Remember fee bill payment due date of August 14 To check payment status, go to www.uh.edu/myPeopleSoft

