



Tri-County Opportunities Industrialization Center (OIC) Student Intake/Orientation Policy

Policy Title: *Student Intake/Orientation Policy*

Date Issued: *August 27, 2017*

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1. PURPOSE & PHILOSOPHY

The purpose of the *Student Intake/Orientation Policy* is to ensure that students are properly informed and screened for school readiness prior to enrollment. The OIC staff present an overview of the course offerings, support services, rules, and policies to help potential students make an informed decision about enrolling into the OIC adult education program. Discussions include barrier removal, career goal planning, distance learning, and supplemental learning. The orientation is a multiple step process and may include: (1) inquiry/registration, (2) information, and (3) assessment.

2. INQUIRY/REGISTRATION

The intake/orientation process starts when students initially indicate an interest in attending classes. Potential students who express an interest in attending classes are directed to the OIC website to register for classes. Students who register online are placed on a temporary waiting list for the next scheduled information session. Staff assist walk-ins and referrals with the online registration process.

Orientation is divided into two parts: Information and Assessment.

3. INFORMATION

Information sessions are generally held twice a month. During each session, potential participants are told about the programs and services that OIC offers. Participants have an opportunity to ask questions about the classes, instruction, and support services. These information sessions help potential students decide if the OIC program is a good match for their academic and career pathway goals. If so, they continue on to the assessment sessions, which are generally held once a month. Assessment results help determine class placement. Students who are unable to attend an information session or assessment sessions will be accommodated remotely.

During the information session, staff cover these general areas: (1) overview of OIC services, (2) purpose of instruction, (3) rules and responsibilities, (4) curriculum, (5) goal setting, (6) lifelong learning, (7) distance learning, (8) barrier elimination, (9) referrals, (10) supplemental learning, (11) support services, and (12) safety procedures. Each area is briefly described below.

- *Overview of OIC Services* - Staff talk to students about the history of OIC and the services that are currently provided for students. The students learn about the various instructional delivery methods, the philosophy of OIC, and the location of class sites.
- *Purpose of Instruction* - Orientation is a time that is used to help potential students understand that the purpose of their instruction is to help them meet their academic, vocational, or personal educational goals.
- *Rules and Responsibilities* - Basic student rules of conduct and responsibilities are reviewed. Staff discuss confidentiality issues, student records, and access to information.
- *Curriculum* - Students are introduced to the various course curricula, technology, textbooks, and resources used in the classroom.
- *Goal Setting* - Staff spend time talking about the purpose and the need to set realistic attainable goals and how to measure and re-evaluate goals.
- *Lifelong Learning* - Students are introduced to the concept of lifelong learning and how it plays a part in the way they are instructed and in the goals that they set for themselves.
- *Distance Learning* - Students are introduced to DL options.
- *Barrier Elimination* - The orientation staff talk to students about the kinds of barriers that typically interfere with student success. These barriers may include transportation, childcare, time management, or lack of family/friend support.
- *Referrals* - Staff provide students with information about other service providers in the area that support their academic and personal needs while they are in class.
- *Supplemental Learning* - Students can access approved supplemental distance learning programs to support their classroom instruction. Staff review approved supplemental programs and inform students how they can access these programs.
- *Support Services* - The counseling, case management and support services are discussed.
- *Safety Procedures* - Students are provided with information on OIC's safety procedures, which include the following: Everybody who enters the building must sign in, receive a forehead temperature scan, wear a face covering at all times, maintain social distancing of at least 6 feet, and frequently wash their hands or use hand sanitizer.

4. ASSESSMENT

Assessment sessions are generally held once a month. During these sessions, students complete paperwork, are assessed, and select their classes. Students are given the appropriate assessment for their current academic functioning level. OIC uses the *TABE* and the *BEST* as its core assessments. The assessment results are used to guide instruction and place the students in the most appropriate instructional class. All classes begin during the week immediately following the assessment sessions.

The order of the Intake/Orientation process may be modified or certain steps may be eliminated or added to the process to accommodate such conditions as low enrollment, long waiting lists, remote-only operations, or other circumstances that may accelerate the Intake/Orientation process.

Students who complete orientation meet individually with the case manager or instructor to discuss their assessments results before or on their first day of class.