



Orientation Agenda

San Joaquin Valley College

Ontario

11/3/2017

DRESS CODE: BLUE SJVC Polo T-Shirt - (No Jeans)

Orientation Schedule:

TIME	Activity	Location
8:45 - 9:15am	Sign-in/Meet Mentor/Instructors	<i>Fishbowl</i>
9:15 – 9:25am	Welcome – Sherril	232
9:25 – 9:40am	Career Services Team	232
9:40 – 9:45am	Financial Aid	232
9:45 – 10:10am	Program Fair	<i>Classrooms</i>
10:10-10:45am	IS Breakout	238/230
10:45-11:00am	Campus Tour	<i>Campus Tour</i>
11:00-11:05am	5 Minute Break	232
11:05-11:25am	DSS – Policies and Procedures	232
11:25am	SJVC Family Toast	232
11:30am	Admissions Check Out	232

8:00am - 8:30am - Setup- Set Up & Staffed by 8:30am!

- Instructors will help with setup. See Henry.

8:45 – 9:15am – CJ Mentors (outside/main lobby) by red carpet greeting new students arriving!

8:45-9:15am - Students sign-in at the Registration table – (Fishbowl)

- Distribution of Folders – including IS breakout packet & photo ID
- Admissions, FA Department, and Faculty will be in the fishbowl to greet students
 - Make sure everyone has an orientation folder and schedule
 - Small Talk
 - Break the nerves

9:15-9:25am - Welcome (Room 232) –

- Campus Director – Sherril Hein

9:25 – 9:40am –Career Services Department - Orientation activity with the students.

- Career Services Advisors will role play interview questions
- Bryan Campbell will finalize activity by going over CSS100

9:40 – 9:45am Financial Aid –

- FA will go over hours, Call Slips, AY2. Email and communication methods.

9:40 – 10:10am - Program Fair (Classrooms) – Faculty outside room 232 by 9:35am.

- Instructors will have students for the entire 25-30 minutes
- Please focus on hands-on activities, courses & skills covered in program and uniform requirements.
 - BA – John Scott, Debi - Room 204
 - CAMA, MOA, Nikki & Wendy - Room 235
 - PT – Jesse Diaz – Room 201
 - CJC –Chestnut/Walker/Embry, Bocanegra - Room 206
 - HVAC - Casey- HVAC Lab
 - ELEC & CM - Jim- Electrical lab
 - IMT – Greg – IMT Lab Room 229

10:10am - Instructors will walk students to IS Breakout:

- Room 230
- Room 238

10:10 - 10:45am - Information Services & Policies Breakout (230, 238) –

- Infozone, Email, Academic Info, eCourses, LIRN, Parking Regulations
- Financial Aid – Will go over FA slides
 - Jesse Diaz – Room 230 to assist **Henry**
 - Debi Nichols – Room 228 to assist **Lina**

10:45-11:00am Campus Tour - Guides: CJ Mentors / MA Mentors–

- Tour should last a maximum of 7-10 minutes
- Clarify all student entrances
- Clarify parking and student break area outside
- Walk through upstairs
- Walk through downstairs:
 - Financial aid, Division Managers, Academic Dean, Registrar, Library, Student Center, MA labs, classrooms, Facilities, IS Tech, CD, Admissions, and Career Services (Career Services will give speech in room)
- **Remind students to Sign-in on Monday with their Admissions advisors. Sign in sheet is in front of advisor's door!**
- End tour in room 232

11:00 – 11:05am - BREAK / BATHROOM BREAK

11:05-11:25am – DSS will go over academic policy, attendance policy, SAP Policy, and FAQ's (PowerPoint)

11:25-11:30am - SJVC FAMILY TOAST

11:30am – Check out – Room 232

- ADMISSIONS ADVISORS WILL BE IN THE STUDENT CENTER TO CHECK STUDENTS OUT AND TO ANSWER ANY QUESTIONS/CONCERNS. ☺
- Distribution of Bags done by Admissions Advisors.

**** Remember to instruct all students that they are to sign-in on**
Monday
11/6/2017 in the main lobby. **