**Orientation – Initial Inventory Tool**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COMMUNICATIONS AND MARKETING:** *Description of how your institution communicates with students regarding Orientation.* | | | | | | | | | | | | | | | | | |
| Question | | Institution | | | | | | | | | | | | | | | |
| 1. How do you make initial contact with your students regarding Orientation? (Check All That Apply) | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | | 4-year | | |
| Direct Mailing (postcard/brochure) | |  | | |  | | |  | | |  | | | |  | | |
| Insert in admissions materials | |  | | |  | | |  | | |  | | | |  | | |
| Email | |  | | |  | | |  | | |  | | | |  | | |
| Content Management System | |  | | |  | | |  | | |  | | | |  | | |
| In-person | |  | | |  | | |  | | |  | | | |  | | |
| Other\* (Please comment below) | |  | | |  | | |  | | |  | | | |  | | |
| ***Comments\**** | | | | | | | | | | | | | | | | | |
| 1. How do students register for Orientation? (Check All That Apply) | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | | 4-year | | |
| By phone | |  | | |  | | |  | | |  | | | |  | | |
| Reply Card | |  | | |  | | |  | | |  | | | |  | | |
| Email | |  | | |  | | |  | | |  | | | |  | | |
| Online Form | |  | | |  | | |  | | |  | | | |  | | |
| In-person | |  | | |  | | |  | | |  | | | |  | | |
| Other\* (Please comment below) | |  | | |  | | |  | | |  | | | |  | | |
| ***Comments\**** | | | | | | | | | | | | | | | | | |
| 1. How do you communicate with students throughout the Orientation process? (Check All That Apply) | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | | 4-year | | |
| Direct Mailing | |  | | |  | | |  | | |  | | | |  | | |
| Phone Calls | |  | | |  | | |  | | |  | | | |  | | |
| Email | |  | | |  | | |  | | |  | | | |  | | |
| Content Management System | |  | | |  | | |  | | |  | | | |  | | |
| Social Media | |  | | |  | | |  | | |  | | | |  | | |
| In-person | |  | | |  | | |  | | |  | | | |  | | |
| Other\* (Please comment below) | |  | | |  | | |  | | |  | | | |  | | |
| **Comments\*** | | | | | | | | | | | | | | | | | |
| **Logistics:** *Program structure and details* | | | | | | | | | | | | | | | | | |
| Question | | Institution | | | | | | | | | | | | | | | |
| 1. Please select all program models that best describe the Orientation programs offered by your institution. (Check All That Apply) | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | | 4-year | | |
| Multi-day (Overnight) | |  | | |  | | |  | | |  | | | |  | | |
| Full Day (6-8 Hours) | |  | | |  | | |  | | |  | | | |  | | |
| Half Day (2-4 Hours) | |  | | |  | | |  | | |  | | | |  | | |
| Evening (After 5PM) | |  | | |  | | |  | | |  | | | |  | | |
| Other\* (Please comment below) | |  | | |  | | |  | | |  | | | |  | | |
| **Comments\*** | | | | | | | | | | | | | | | | | |
| 1. Please select all methods of delivery for your Orientation programs? | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | | 4-year | | |
| In Person | |  | | |  | | |  | | |  | | | |  | | |
| Online | |  | | |  | | |  | | |  | | | |  | | |
| Blended (In Person and Online) | |  | | |  | | |  | | |  | | | |  | | |
| Other\* (Please comment below) | |  | | |  | | |  | | |  | | | |  | | |
| **Comments\*** | | | | | | | | | | | | | | | | | |
| Question | | Institution | | | | | | | | | | | | | | | |
| 1. Does your institution offer a Family/Parent Orientation program? | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | | 4-year | | |
| Yes (If selected, please proceed to question 4) | |  | | |  | | |  | | |  | | | |  | | |
| No (If selected, please proceed to question 6) | |  | | |  | | |  | | |  | | | |  | | |
| 1. Please select all program models that best describe the Family/Parent Orientation programs offered by your institution. | | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | 4-year | | |
| Multi-day (Overnight) | | |  | | |  | | |  | | |  | | |  | | |
| Full Day (6-8 Hours) | | |  | | |  | | |  | | |  | | |  | | |
| Half Day (2-4 Hours) | | |  | | |  | | |  | | |  | | |  | | |
| Evening (After 5PM) | | |  | | |  | | |  | | |  | | |  | | |
| Other\* (Please comment below) | | |  | | |  | | |  | | |  | | |  | | |
| **Comments\*** | | | | | | | | | | | | | | | | | |
| 1. Please select all methods of delivery for your Family/Parent Orientation programs. | | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | 4-year | | |
| In Person | | |  | | |  | | |  | | |  | | |  | | |
| Online | | |  | | |  | | |  | | |  | | |  | | |
| Blended (In Person and Online) | | |  | | |  | | |  | | |  | | |  | | |
| Other\* (Please comment below) | | |  | | |  | | |  | | |  | | |  | | |
| **Comments\*** | | | | | | | | | | | | | | | | | |
| 1. Please select any additional extended orientation opportunities for new students? (Check All That Apply) | | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | 4-year | | |
| Retreat | | |  | | |  | | |  | | |  | | |  | | |
| Fall Welcome Week Activities | | |  | | |  | | |  | | |  | | |  | | |
| First Year Seminar Course (Credit Offered) | | |  | | |  | | |  | | |  | | |  | | |
| First Year Seminar Course (No Credit Offered) | | |  | | |  | | |  | | |  | | |  | | |
| Other\* (Please comment below) | | |  | | |  | | |  | | |  | | |  | | |
| **Comments\*** | | | | | | | | | | | | | | | | | |
| **ORIENTATION CONTENT:** *Description of the content included in your Orientation sessions.* | | | | | | | | | | | | | | | | | |
| Question | | | Institution | | | | | | | | | | | | | | |
| 1. Who, if anyone, delivers a welcome from senior administration? (Check All That Apply) | | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | 4-year | | |
| No welcome from senior administration | | |  | | |  | | |  | | |  | | |  | | |
| President | | |  | | |  | | |  | | |  | | |  | | |
| Provost | | |  | | |  | | |  | | |  | | |  | | |
| Vice President | | |  | | |  | | |  | | |  | | |  | | |
| Dean | | |  | | |  | | |  | | |  | | |  | | |
| Assistant Vice-President/Dean | | |  | | |  | | |  | | |  | | |  | | |
| Other\* (Please comment below) | | |  | | |  | | |  | | |  | | |  | | |
| ***Comments*** | | | | | | | | | | | | | | | | | |
| 1. How does your institution familiarize students with the physical layout of campus during Orientation? (Check All That Apply) | | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | 4-year | | |
| Campus Tour led by students | | |  | | |  | | |  | | |  | | |  | | |
| Campus Tour led by staff | | |  | | |  | | |  | | |  | | |  | | |
| Self-Guided Tours | | |  | | |  | | |  | | |  | | |  | | |
| Virtual Campus Tour | | |  | | |  | | |  | | |  | | |  | | |
| Campus Tour Video | | |  | | |  | | |  | | |  | | |  | | |
| Other\* (Please comment below) | | |  | | |  | | |  | | |  | | |  | | |
| ***Comments\**** | | | | | | | | | | | | | | | | | |
| 1. What logistical matters can be handled during the Orientation program? (Check All That Apply) | | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | 4-year | | |
| Student IDs | | |  | | |  | | |  | | |  | | |  | | |
| Parking Permits | | |  | | |  | | |  | | |  | | |  | | |
| Placement Testing | | |  | | |  | | |  | | |  | | |  | | |
| Academic Advising | | |  | | |  | | |  | | |  | | |  | | |
| Class Registration | | |  | | |  | | |  | | |  | | |  | | |
| Financial Aid Counseling | | |  | | |  | | |  | | |  | | |  | | |
| Set Up Online Accounts | | |  | | |  | | |  | | |  | | |  | | |
| Other\* (Please comment below) | | |  | | |  | | |  | | |  | | |  | | |
| ***Comments\**** | | | | | | | | | | | | | | | | | |
| 1. What student services are presented during the Orientation program? (Check All That Apply) | | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | 4-year | | |
| Advising | | |  | | |  | | |  | | |  | | |  | | |
| Registration | | |  | | |  | | |  | | |  | | |  | | |
| Testing | | |  | | |  | | |  | | |  | | |  | | |
| Financial Aid | | |  | | |  | | |  | | |  | | |  | | |
| Counseling | | |  | | |  | | |  | | |  | | |  | | |
| Career Services | | |  | | |  | | |  | | |  | | |  | | |
| Service Learning/Volunteering | | |  | | |  | | |  | | |  | | |  | | |
| Business Services | | |  | | |  | | |  | | |  | | |  | | |
| Student Life | | |  | | |  | | |  | | |  | | |  | | |
| Residential Life | | |  | | |  | | |  | | |  | | |  | | |
| Off-Campus Student Services | | |  | | |  | | |  | | |  | | |  | | |
| Health/Wellness Services | | |  | | |  | | |  | | |  | | |  | | |
| Athletics | | |  | | |  | | |  | | |  | | |  | | |
| Judicial Affairs | | |  | | |  | | |  | | |  | | |  | | |
| Other\* (Please comment below) | | |  | | |  | | |  | | |  | | |  | | |
| ***Comments\**** | | | | | | | | | | | | | | | | | |
| 1. How are Student Services presented during the Orientation Session?   (Check All That Apply) | | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | 4-year | | |
| As part of an opening session | | |  | | |  | | |  | | |  | | |  | | |
| A panel discussion | | |  | | |  | | |  | | |  | | |  | | |
| Workshops or breakout sessions | | |  | | |  | | |  | | |  | | |  | | |
| At an information fair | | |  | | |  | | |  | | |  | | |  | | |
| By students | | |  | | |  | | |  | | |  | | |  | | |
| By faculty or staff | | |  | | |  | | |  | | |  | | |  | | |
| Other\* (Please comment below) | | |  | | |  | | |  | | |  | | |  | | |
| ***Comments\**** | | | | | | | | | | | | | | | | | |
| 1. What type of Academic Information is shared during the Orientation Sessions? (Check All That Apply) | | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | 4-year | | |
| Information about majors | | |  | | |  | | |  | | |  | | |  | | |
| Classroom expectations | | |  | | |  | | |  | | |  | | |  | | |
| Tutoring information | | |  | | |  | | |  | | |  | | |  | | |
| Academic Integrity | | |  | | |  | | |  | | |  | | |  | | |
| Honors Code | | |  | | |  | | |  | | |  | | |  | | |
| Other\* (Please comment below) | | |  | | |  | | |  | | |  | | |  | | |
| ***Comments\**** | | | | | | | | | | | | | | | | | |
| 1. How is this Academic Information presented during the Orientation Session? (Check All That Apply) | | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | 4-year | | |
| As part of an opening session | | |  | | |  | | |  | | |  | | |  | | |
| A panel discussion | | |  | | |  | | |  | | |  | | |  | | |
| Workshops or breakout sessions | | |  | | |  | | |  | | |  | | |  | | |
| At an information fair | | |  | | |  | | |  | | |  | | |  | | |
| By students | | |  | | |  | | |  | | |  | | |  | | |
| By faculty or staff | | |  | | |  | | |  | | |  | | |  | | |
| Other\* (Please comment below) | | |  | | |  | | |  | | |  | | |  | | |
| ***Comments\**** | | | | | | | | | | | | | | | | | |
| 1. What type of community building is done during the Orientation session? (Check All That Apply) | | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | 4-year | | |
| Discussion of campus involvement | | |  | | |  | | |  | | |  | | |  | | |
| Small groups led by peer leaders | | |  | | |  | | |  | | |  | | |  | | |
| Informal social | | |  | | |  | | |  | | |  | | |  | | |
| Structured activity | | |  | | |  | | |  | | |  | | |  | | |
| Other\* (Please comment below) | | |  | | |  | | |  | | |  | | |  | | |
| ***Comments\**** | | | | | | | | | | | | | | | | | |
| 1. Do you have any type of information or resource fair as part of your Orientation session? (Check All That Apply) | | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | 4-year | | |
| Yes | | |  | | |  | | |  | | |  | | |  | | |
| No | | |  | | |  | | |  | | |  | | |  | | |
| Other\* (Please comment below) | | |  | | |  | | |  | | |  | | |  | | |
| ***Comments\**** | | | | | | | | | | | | | | | | | |
| 1. What kind of interactions do students have with faculty during the Orientation session? (Check All That Apply) | | | CC1 | | | CC2 | | | CC3 | | | CC4 | | | 4-year | | |
| Presentation by faculty | | |  | | |  | | |  | | |  | | |  | | |
| Workshop facilitated by faculty | | |  | | |  | | |  | | |  | | |  | | |
| Small group discussion with faculty | | |  | | |  | | |  | | |  | | |  | | |
| Informal social with faculty | | |  | | |  | | |  | | |  | | |  | | |
| Other\* (Please comment below) | | |  | | |  | | |  | | |  | | |  | | |
| ***Comments\**** | | | | | | | | | | | | | | | | | |
| 1. What kind of interactions do students have with current students during the Orientation session? (Check All That Apply) | CC1 | | | CC2 | | | CC3 | | | CC4 | | | | 4-year | | | |
| Presentation by students |  | | |  | | |  | | |  | | | |  | | | |
| Workshop facilitated by students |  | | |  | | |  | | |  | | | |  | | | |
| Small group discussion with students |  | | |  | | |  | | |  | | | |  | | | |
| Informal social with students |  | | |  | | |  | | |  | | | |  | | | |
| Structured social activity with students |  | | |  | | |  | | |  | | | |  | | | |
| Other\* (Please comment below) |  | | |  | | |  | | |  | | | |  | | | |
| ***Comments\**** | | | | | | | | | | | | | | | | | |
| **Transitional Programming:** *thematic elements included in orientation programs to ease the transition to the college/campus environment.* | | | | | | | | | | | | | | | | | |
| Question | Institution | | | | | | | | | | | | | | | | |
| 1. Please identify program topics included in your institutions’ Orientation programs. (Check All That Apply) | CC1 | | | CC2 | | | CC3 | | | CC4 | | | | 4-year | | | |
| Academic Integrity (polices, academic dishonesty, plagiarism) |  | | |  | | |  | | |  | | | |  | | | |
| Study Skills/Time Management |  | | |  | | |  | | |  | | | |  | | | |
| College Lifestyle (academic and personal responsibility) |  | | |  | | |  | | |  | | | |  | | | |
| Engagement Opportunities (extracurricular, social and cultural activities) |  | | |  | | |  | | |  | | | |  | | | |
| Connectedness to the Institution (intro to campus culture, school pride) |  | | |  | | |  | | |  | | | |  | | | |
| Student Safety ( substance use, sexual assault, expected behavior) |  | | |  | | |  | | |  | | | |  | | | |
| None of the Above |  | | |  | | |  | | |  | | | |  | | | |
| Comments\* | | | | | | | | | | | | | | | | | |
| 1. Please identify any orientation sessions offered by your institution for specialized populations. (Check All That Apply) | CC1 | | | CC2 | | | CC3 | | | CC4 | | | | 4-year | | | |
| Veteran Students |  | | |  | | |  | | |  | | | |  | | | |
| First Generation Students |  | | |  | | |  | | |  | | | |  | | | |
| Honors Students |  | | |  | | |  | | |  | | | |  | | | |
| Non Traditional Aged Students |  | | |  | | |  | | |  | | | |  | | | |
| Student by a specific major (i.e STEM) - If selected please indicate majors below |  | | |  | | |  | | |  | | | |  | | | |
| Other\* (Please comment below) |  | | |  | | |  | | |  | | | | | | |  |
| Comments\* | | | | | | | | | | | | | | | | | |
| 1. Does your institution offer mentorship opportunities for incoming students? | CC1 | | | CC2 | | | CC3 | | | | | | CC4 | | | 4-year | |
| Yes (Peer to Peer) |  | | |  | | |  | | | | | |  | | |  | |
| Yes (Faculty/Staff to Student) |  | | |  | | |  | | | | | |  | | |  | |
| No |  | | |  | | |  | | | | | |  | | |  | |