**Orientation – Initial Inventory Tool**

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| **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  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |