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ORIENTATION AND REGISTRATION REVIEW  
MINUTES

September 26, 1988

Present: Garrison, Leggett, Rutledge, White, Brooks, and Flowers

- I. Overall Perspective: Healthy experience for students (minimal stress), advisors were available; underestimated the negative sentiment associated with working Labor Day. The orientation activities were compressed into two days instead of three.

II. Recommendations:

1. Schedule - avoid using Labor Day as a registration session. Orientation schedule needs to be three days for the Fall semester; Labor Day could be used as an orientation day if necessary.
2. Activities - communicate directly with the Food Service/Maintenance Staff all facilities, equipment, and food service requests. This year's schedule of activities overlapped with Registration (i.e. Out On The Town). Avoid Sunday night conflict with local churches (e.g. Eastside Worship Center).
3. Registration - consider confirmation number as priority order for registration. Allow greater numbers of new students to register at each hour interval.

Consider pre-advising new students; block-course registration (i.e., Intro Courses pre-selected for Freshmen) for first-year students.

4. Logistics - hire additional staff and lease an additional copier for the Copy Center especially the weeks prior to and following Registration. Place a phone on the Registration Line for tracking course closings.

Remove lunch from the Round Robin sequence, afternoon sessions were poorly attended.

Involve the local churches in the Orientation activities through announcement of their College Day Welcome (i.e., Calvary Temple, Neighborhood, etc.).

Use signage at Campus Entrance announcing "Welcome to New Student Orientation".