



Procedure Number: SS 901
Procedure Title: New Student Orientation
Relevant Board Policy: F.2.1 Student Enrollment Requirements
F.6.3 Mandatory New Student Orientation
Relevant SACSCOC Principle: 10.5 Admissions Policy and Practices
Originating Unit: Recruitment Office
Maintenance Unit: Dean of Student Success
Contact for Interpretation: Phillip Hicks, Director High School Programs

I. **Purpose/Definition:** The New Student Orientation (NSO) program is required of all **First Time in College Students (FTIC)** and those transferring to the Alamo Colleges with fewer than 15 college-level semester credit hours. Dual credit, early admissions, and credit earned through non-traditional methods such as military service, CLEP and AP do not count toward the 15 credit hours. Academic advising, registration for classes, and an individual strategy to completion are part of the orientation process. NLC admits students without regard to race, color, age, gender, religion, national origin, or disability.

II. **Procedure statement:**

A. FTIC students will sign up for a New Student Orientation session once they have completed all necessary enrollment steps (Apply Texas application, submission of transcripts, and TSI requirements).

1. Register for NSO

a. Register through the NLC webpage:

<https://www.alamo.edu/nlc/experience-nlc/current-students/academic-advising/NSO/>

2. Attend NSO

a. Weekly sessions are held on Wednesdays from 8am to 4pm during registration periods (November-January for spring enrollment and May-August for fall enrollment).

b. Breakout sessions may include presentations from NLC administrators, Financial Aid, Bursar, Information Technology, Academic Success, Student Support Services, and Student Development Leadership and Activities.

c. Attend a Group Advising session to get assistance with course selection and registration.

3. Completion of NSO

a. Receive a copy of your class schedule and tuition bill.

b. Students unable to register for classes will be given remaining steps for eligibility and scheduled for an upcoming Group Advising session.

Attachment:

Originator: Phillip Hicks

Date Approved: 11/6/2018

Last Updated: 10/25/2018

Approved: _____
Title: