

NEW STUDENT WORKSHOP info for our fabulous clerical staff! ☺

Initial questions:

1. Are you a "new" student?
2. Have you applied? (do you have an application on file?)
3. Have you taken the assessment test AND gone thru **orientation**??
 - a. [possible follow-up questions here] "In order to make a *new student* appointment with a counselor, you **MUST** go thru orientation **FIRST**"
 - b. You can either do this by: (and this depends on whether they have taken the assessment already)
 - i. Attending a "NSW" or...
 - ii. Going thru the "online" orientation (at which time, you will probably need to break down HOW the student does this- ie: from ANY computer & **making sure they PRINT out confirmation**, etc...
 - Btw→ the orientation is accessible from our website (www.citruscollege.edu)--> then go to **student services**→ then **online orientations**

*REITERATE

To student that they must **PRINT** the last page of their online orientation in order to make a "one on one" appointment!

Latest→ Robin working with MIS in regards to having confirmation sent electronically but, until then...

SARS stuff:

- (20 or 30? *Depending on whether or not an "assistant" is assigned*) students MAX in each workshop
- Make sure there is an SOA (student orientation assistant) assigned to each workshop whenever possible!
- Keep track of sign-ups...

Other:

- What is the current situation with on-call clerical staffing (in terms of budget available, hours worked, etc...) Discuss conversation w/Lucinda re: "plan B" to hiring SOA's