

# Manual of Policies and Procedures for Student Affairs

## Subchapter 2.5 New Student Programs

### Subchapter 2.5-100. General Provisions

#### Sec. 2.5-101. Purpose

a. The primary purpose of New Student Programs is to assist new students in making a successful academic and social transition into the university community. It is intended to help students understand the nature of the university, the educational opportunities available to them, and the values and functions of the university.

b. New Student Programs seeks to affect the university's retention plans by aiding the student's efforts to feel accepted, to connect with the university community, and to understand university expectations.

#### Sec. 2.5-102. Definitions

a. "director" means the Director of Student Life and Leadership or any delegate or representative of the Director of Student Life and Leadership;

b. "chief student affairs officer" means the chief student affairs officer or their designee;

c. "university" means The University of Texas at Tyler;

d. "student" means a person currently enrolled in residence at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or summer sessions and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program by the university while that person is on campus.

#### Sec. 2.5-103. Introduction

a. New Student Programs, a division of the Office of Student Life and Leadership, is responsible for New Student Orientation.

#### Sec. 2.5-104. Application

a. New Student Orientation is held three times during the academic year. Freshman Orientation is held once in the month of August for all first time freshmen. Two Transfer Orientations are held, the first in August, the second in January, for all students transferring from another institution of higher learning.

### Subchapter 2.5-200. Administration

#### Sec. 2.5-201 Administration of New Student Orientation

a. The director shall plan and direct all aspects of New Student Orientation. In carrying out his/her responsibilities, the director is administratively responsible to and shall work closely with the chief student affairs officer.

### Subchapter 2.5-300. New Student Orientation

#### Sec. 2.5-301 Mission

a. The purpose of New Student Orientation is to enable new students to become competent, self-reliant learners who are devoted to and engaged in their higher education experience.

b. In support of this mission, New Student Orientation will inform new students of academic policies and procedures, help with academic and social transition to higher education, prepare

students to make reasoned and well-informed choices, and foster a sense of community by acclimating individuals to the university campus.

**Sec. 2.5-302 Orientation Leaders**

a. Orientation leaders are ambassadors of the university to new student and their parents and family members. The responsibilities of the orientation leaders cover a wide range of activities including:

- Serve as a mentor and resource for new students and their families;
- Lead groups of students on campus tours and through question-and-answer sessions covering a variety of topics;
- Set up and take down of all events for New Student Orientation;
- Attend all orientation leader training sessions and New Student Orientation sessions;
- Exhibit a positive attitude toward New Student Orientation and the university.

b. Orientation leader training is held between the months of January and August.

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