

University Policy on Ontario Orientation Sessions	Effective date: 1 December 2018 Replaces: New
Application: University-wide Access: Public	Position responsible for facilitating compliance: Director of Ontario Administration: Academic Affairs

POLICY

Niagara University is committed to transparency of policy and procedures and the communication of ministerial requirements in order to ensure protection of students accepted to academic programs offered in Ontario.

PROCEDURE

- Prior to registration students accepted into programs offered in Ontario under ministerial consent are required to attend a mandatory orientation session specific to their program of study. This orientation will provide students with an orientation booklet that includes important information about their programs of study and important information about the University such as history, mission, administrative structure, student support services, policies and procedures. Orientations for programs offered fully online and for programs that include hybrid courses include additional information relevant to online learning such as technical requirements and expectations, and policies and laws governing copyright, digital rights management, and the appropriate use of object learning repositories. Depending on the program, orientations may be conducted in person or through web-based means. All orientations are required to include the elements identified in the following guidelines.
- At the conclusion of the session, students are required to confirm in writing their attendance at the session and that they received a copy of, and understand the materials presented in the orientation booklet.

II. Scope of Policy

- a. All programs which are offered by Niagara University in the Province of Ontario and which operate under ministerial consent.

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Approved: President’s Cabinet 9/14/18

III. Oversight of the Policy

If any situation occurs that is not covered in the procedure of this policy, the Director for Ontario Administration in consultation with the Provost and Chief Academic Officer will issue guidance consistent with the overall spirit of the policy. This decision regarding the procedure to be followed will be final.

IV. Revision of this Policy

Any revision of this policy must be approved by the Director for Ontario Administration in consultation with the Provost and Chief Academic Officer.

V. Guidelines for Program Orientations

All orientations will require, at minimum, the following components. Information may be added, but none is to be excluded from the presentation.

Part 1: University Overview

Brief history of Niagara University and the Vincentian Heritage
Introduction to the University Mission and Core Values
Overview of the Administrative Structure at Niagara University

Part 2: Student Right to Know and Policy Overview

- I. Introduction to the Student-Right-to-Know website
 - Accreditations
 - Student data
 - Articulation Agreements
 - Right-to-know links

- II. Policy website and important policies including but not limited to:
 - Student Code of Conduct
 - FERPA/FIPPA
 - Grade Appeal
 - Students Asserting Denial of Equal Educational Access on the Basis of Disability
 - Hazing
 - Sexual Misconduct
 - Health Services
 - Academic Honesty
 - Student Intellectual Property Rights
 - Student Dismissal
 - Harassment and Discrimination Policy
 - Student Complaint Process

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Part 3: Presentations by Representatives from Important Sectors

- I. Presentation by Office of Admissions outlining requirements inclusive of, but not limited to:
 - Health Services
 - Insurance (international and domestic)
 - Credit transfer arrangements for incoming students
 - Credit transfer arrangements with and recognition by other institutions
 - Entrance examinations
 - Prior learning assessment
 - Requirements for international students and the ability of international students admitted to the program to meet program requirements for degree completion
 - Registration

- II. Presentation by Library Services
 - Copyright Policy
 - Digital Rights Management Policy
 - The appropriate use of Object Learning Repositories

- III. Presentation by the Office of Equity and Inclusion
 - Reporting
 - Privacy and Procedures
 - Victim Assistance
 - Ontario Human Rights Code
 - Resources

- IV. Presentation by Student Support Services providing information concerning
 - Disability Services
 - Counseling
 - Writing Center

- V. Presentation by financial services providing information on, but not limited to the following:
 - Tuition
 - Scholarships and other financial assistance
 - Payment of fees and charges
 - Withdrawals and refunds
 - Institutional closure

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- VI. Presentation by IT providing information on, but not limited to the following:
- Overview of myNU and the Purple Pass System
 - Overview of technical requirements
 - Overview of the University Learning Management System (Canvas)

Part 4: Program Overview

Introduction to Faculty and Staff

Introduction to program requirements including but not limited to:

- The number of courses and credit hours required
- The sequence of courses
- The expected time frame for completion
- Information concerning faculty advisement
- The method of course delivery
- Skill requirements to be successful in the program. These may include such things as the expected level of proficiency with: Microsoft Office software including Word, Excel, and PowerPoint, where applicable, the expected level of proficiency with online learning and the need to be self-motivated and organized.
- Relevant information concerning specific program requirements including but not limited to:
 - Grading
 - Credit Hour Policy (Explaining Carnegie Unit)
 - Expectations for time commitment to coursework and program
 - Pre-requisites and preparation requirements
 - Special requirements such as supervision or field placements,
 - Graduation requirements such as completion of capstone courses, examinations, theses, dissertations, supervised placements,
 - Certification requirements

Where courses or programs are offered in an online or hybrid format students are made aware of the following

- Policies and procedures used to ensure student identity verification in distance or correspondence education courses
- Procedure(s) regarding the protection of privacy for students enrolled in distance and correspondence courses or programs.
- The technological requirements of participation including but not limited to the use of online resources, the University Learning Management System (Canvas), Microsoft Office (Word, Excel, PowerPoint), Social Media,
- The level of technical competence required of students to succeed in online/hybrid courses or programs

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- the nature of learning and the personal discipline required for online and/or hybrid courses and programs with respect to synchronous and asynchronous models;
- Any additional costs, beyond tuition and ancillary fees, that may be associated with e-learning aspects of course/program delivery
- Support for online/hybrid learning
- Protection and verification of student identity.

Part 5: Student Confirmation

According to the requirements for ministerial consent, students must be apprised of, and provide written confirmation that they have received and understand certain information concerning policies, finance and program specifics prior to their being registered for coursework or a program of study to which they have been accepted. Therefore, it is imperative that you understand and comply with this requirement. Please read the information below and complete the waiver by printing your full name legibly on the first line and then signing and dating the end of the form.

I _____ have read the following and understand my responsibilities as a student at Niagara University undertaking coursework or a program of study offered in the Province of Ontario.

I have attended the required orientation session for my program and been apprised of and understand the following information.

1. Niagara University's mission and goals statement
 - a) A history of Niagara University and its governance and academic structure
 - b) A general description of my program of study including purpose, outcomes, course sequence and program length
 - c) Individual descriptions of all courses in programs and their credit value
 - d) The academic credentials of faculty who will be teaching courses in my program and for senior administrators at the University

2. Policies and procedures concerning the following:
 - i. security of academic student records
 - ii. payment schedule of fees and charges
 - iii. student dismissal
 - iv. withdrawals and refunds.
 - v. admissions
 - vi. credit transfer arrangements for incoming students
 - vii. credit transfer arrangements with and recognition by other institutions
 - viii. entrance examinations (if required)
 - ix. prior learning assessment
 - x. grading

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- xi. the ability of international students admitted to the program to meet program requirements for degree completion
- xii. method of course delivery
- xiii. academic honesty
- xiv. intellectual property rights
- xv. student dismissal
- xvi. student support and services
- xvii. tuition
- xviii. scholarships and other financial assistance
- xix. payment of fees and charges
- xx. withdrawals and refunds
- xxi. institutional closure
- xxii. where appropriate, supervision, preparation, and examination of theses/dissertations.

As my program will also incorporate blended, hybrid or online delivery of classes, I have been fully informed about, and understand, the following:

- a) the technological requirements of participation and the technical competence required of me
- b) the nature of learning and the personal discipline required in an anytime/anywhere environment
- c) any additional costs, beyond tuition and ancillary fees, associated with e-learning aspects of course/program delivery

Date: _____

Student Name: _____
(Legibly print your first and last name)

Student Signature: _____

VI. Deadlines & Definitions

- a. The definition of a program is one that has received ministerial consent to be offered in the province of Ontario, Canada.
- b. An orientation session must be held prior to registration for classes
- c. Students must provide written proof of their attendance at the session and their understanding of the materials.

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