

Central Alabama Community College Adult Education Program Policy

Student Orientation Policy

1. A comprehensive orientation shall be provided to each student.
2. Student orientation should begin with the substantial completion of an enrollment form for each learner. Those portions of the enrollment form that require a discussion of confidential information must be delayed until a private conference is practical. The remainder of the orientation session should be designed as a sequence of activities designed to make the student aware of the demanding nature of our course of instruction and of our high expectations for their successful completion.
3. The student orientation should include:
 - A discussion of each item in the AE Student Guide.
 - A discussion of your class rules, regulations, and policies.
 - A thorough discussion of our expectations regarding class attendance and your policies.
 - A thorough discussion of what is expected of students.
 - A thorough discussion of our expectations regarding student behavior; before, during and after class.
 - Other information unique to your class situation.