Orientations Over Easy

Creating Pre-Arrival and Orientation Modules in TDS

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Session Agenda

- Brainstorm: Goals of New International Student Orientation (NISO)

  - Share current structures of NISOs

  - Needs and wants

- Building and Configuring a Sample NISO Program in TDS

  - Program Type, Terms, Dates

  - Content - How to provide Pre-Arrival vs. Post-Arrival

  - Status Aliases & Text Interface

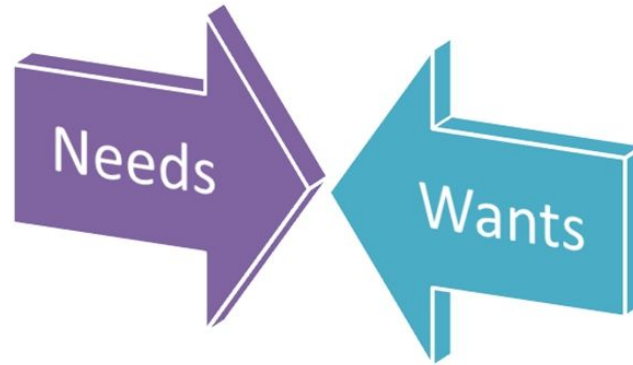- Group Discussion: Ways to translate your NISO into TDS

- Q&A

Sharing is Caring

What are your current orientation procedures?

Check-In?

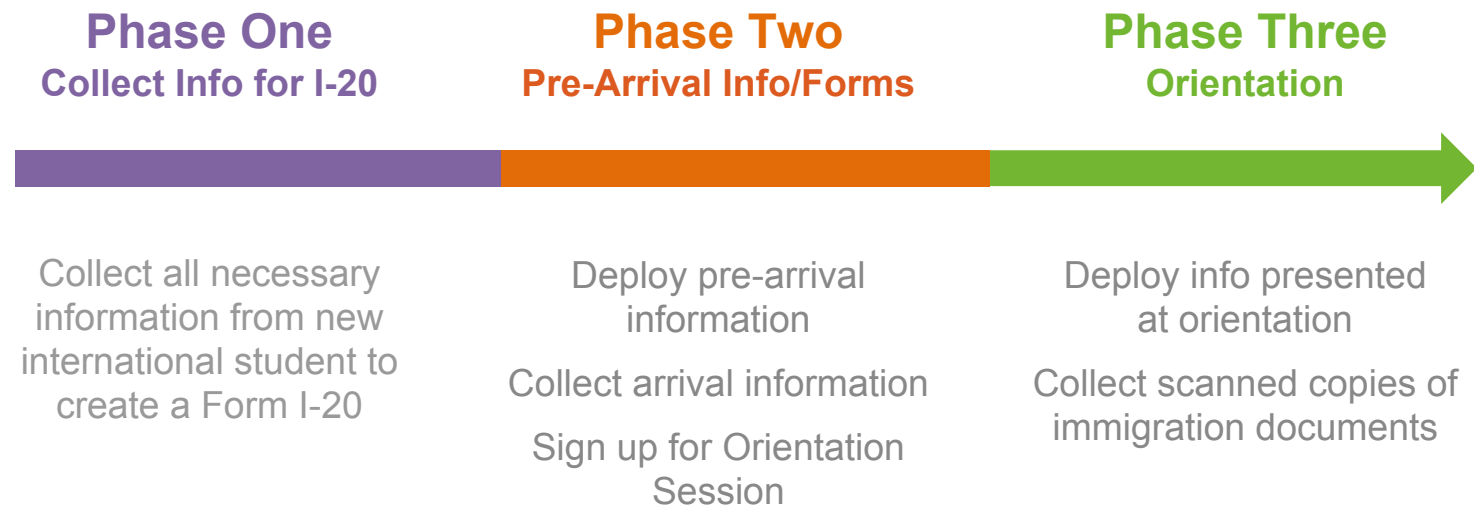Orientations?

Sharing is Caring

Needs → Wants

- To assist ISSS offices gather information from and disseminate information to new international students.
- Ultimately assist ISSS offices with the check-in and registration process.

- Quickly and efficiently distribute relevant information to new students/scholars at the appropriate time
- Ease the burden of ISSS offices when it comes to the check-in and registration process.

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Sample Pre-Arrival Orientation for TDU

Newly admitted international students at TDU are enrolled in a 3 phase program

Phase One
Collect Info for I-20

Phase Two
Pre-Arrival Info/Forms

Phase Three
Orientation

Collect all necessary information from new international student to create a Form I-20

Deploy pre-arrival information

Collect arrival information

Sign up for Orientation Session

Deploy info presented at orientation

Collect scanned copies of immigration documents

Demonstration

TDU Welcomes You!
Orientation Module for Students

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Create a New Program

- Program Admin > Create New

- TDU Welcomes You! - Orientation Module for Students

Program Type Name	Outgoing	Incoming	Scholarship	Risk Management	Travel Registration	Outgoing with SideTrips and OneStep	Incident Report	Program Enrollment
Default Name	Outgoing	Incoming	Scholarship	Risk Management	Travel Registration	Outgoing	Incident Report	Program Enrollment
Can accept internal applicants	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Can accept external applicants	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Can ask external applicants for home institution	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Can require external applicants be from partner institution	No	Yes	Yes	No	No	No	No	Yes
Deadlines visible on public pages	Yes	Yes	Yes	No	No	Yes	No	Yes
Deadline shown to applicants	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Applicants can add itinerary records	No	No	No	Yes: on creation	Yes	Yes: post-decision	No	No
Applicants can edit itinerary records	No	No	No	No	Yes	No	No	No
Applicants can delete itinerary records	No	No	No	No	Yes	No	No	No
Active programs found through program searches	Yes	Yes	Yes	No	No	Yes	No	Yes
Can have exchange option	Yes	Yes	No	No	No	Yes	No	No
Requires location(s) to be assigned	Yes	Yes	No	No	No	Yes	No	No
Can have program itinerary records	Yes	Yes	No	No	No	Yes	No	No
Can have testimonials	Yes	No	No	No	No	Yes	No	Yes
Can have ratings-reviews	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Can be linked to / published to StudioAbroad Directory	Yes	No	No	No	No	Yes	No	No
Can have foreign courses	Yes	Yes	Yes	No	No	Yes	No	No
Can enable the alumni phase	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Can enable journals	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Has a public brochure page	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Can have budget sheets	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Can have contacts	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Can have recommendations	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Applicants can receive reminder emails	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Can be used with advising	Yes	No	No	No	No	Yes	No	Yes
Deploys decision letters	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Accepted applications have commitment panel	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Applicants see and select application cycle	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Decision dates are displayed on public pages	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Applications can be ranked on applicant home page	Yes	No	No	No	No	Yes	No	Yes
OneStep form can be used	No	No	No	Yes	Yes	Yes	Yes	Yes
Programs can be saved to user profiles	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Programs can be shared via social sharing options	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Can have program-specific announcements	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes

Program Type

- As we will be making some strategic text interface changes, you should use a program type that you will not use for any other program.

- For our TDU sample program, we will use the "Outgoing" program type

Terms & Dates

- Terms
  - When do you host orientation for new students?

- Dates
  - Consider…
    - When will students begin to be admitted?
    - When will most students be arriving on campus?
    - What are the dates of your orientation process?

Sample Terms at TDU

Fall 2016

Spring 2017

Sample Dates

- Admissions Decisions
  - Fall 2016: Beginning of March 2016
  - Spring 2017: Beginning of October 2016

- Date most students *should* be on-campus
  - Fall 2016: August 17, 2016
  - Spring 2017: January 11, 2017

- Start/end dates of Orientation Period
  - Fall 2015: 17 Aug 2016 - 01 Oct 2016
  - Spring 2015: 11 Jan 2017 - 01 Mar 2017

Configuring Date Records

TDU Welcomes You! - Orientation Module for Students
Outgoing Program
Chapel Hill, United States

General | Settings | Dates | Brochure | Locations | Terms | Parameters | Requirements | Alumni | Feedback | History
Budget Sheets | Announcements | Exchange Balances | Foreign Courses | Directory | Contacts | Start/End Dates

Currently accepting applications for Fall, 2015 ; Spring, 2015

Program Dates:

Term	Year	Start date	End date	App Deadline	Decision date	Active	Actions
Fall	2015	08/17/2015	10/01/2015	12/31/2015 **	03/01/2015	☑	✏ ✖

** Indicates a rolling admission application cycle where applicants will be moved into the post-decision phase immediately if they are accepted into the program.
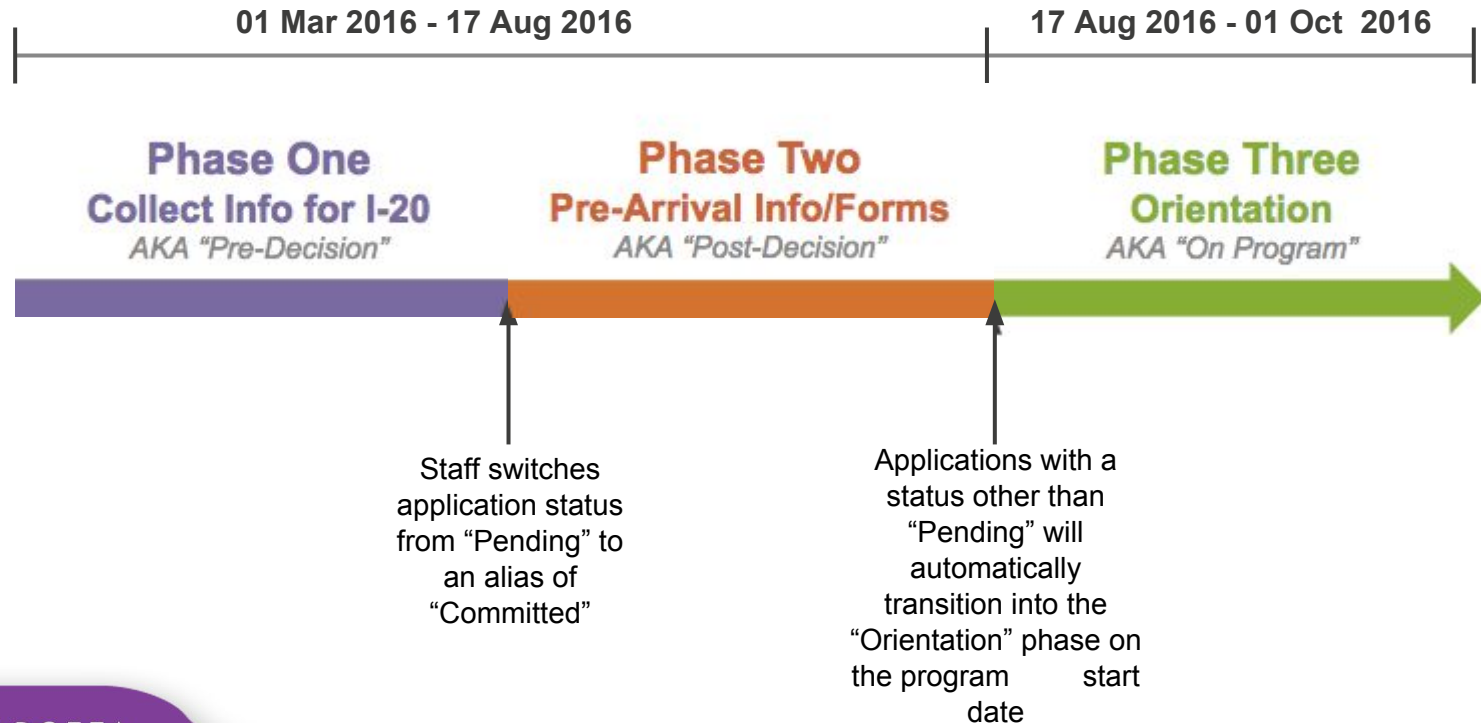
Add New Date Record:

Please select a term ▼   <Add Term

(Click here to include all application cycles)

Use the previously determined dates to create date records for active application cycles assigned to your orientation program.
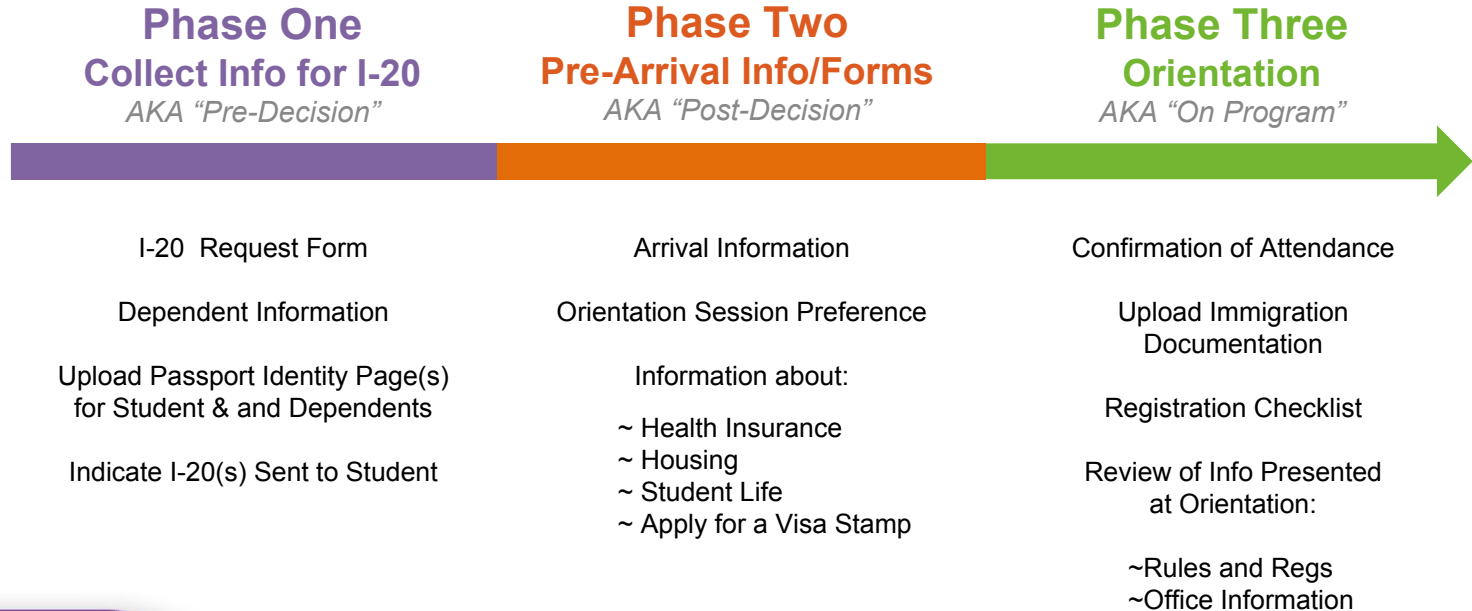
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Sample Phase Diagram - Fall 2016

01 Mar 2016 - 17 Aug 2016 | **17 Aug 2016 - 01 Oct 2016**

Phase One
Collect Info for I-20
AKA "Pre-Decision"

Phase Two
Pre-Arrival Info/Forms
AKA "Post-Decision"

Phase Three
Orientation
AKA "On Program"

Staff switches application status from "Pending" to an alias of "Committed"

Applications with a status other than "Pending" will automatically transition into the "Orientation" phase on the program start date

Process Planning

Determine what you would like to both distribute to and collect from new students and scholars during each phase of this application process.

Phase One
Collect Info for I-20
AKA "Pre-Decision"

Phase Two
Pre-Arrival Info/Forms
AKA "Post-Decision"

Phase Three
Orientation
AKA "On Program"

I-20 Request Form

Dependent Information

Upload Passport Identity Page(s)
for Student & and Dependents

Indicate I-20(s) Sent to Student

Arrival Information

Orientation Session Preference

Information about:

~ Health Insurance
~ Housing
~ Student Life
~ Apply for a Visa Stamp

Confirmation of Attendance

Upload Immigration
Documentation

Registration Checklist

Review of Info Presented
at Orientation:

~Rules and Regs
~Office Information

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Process Planning

Your institution has an existing orientation process and materials, so now let's…

TRANSLATE IT INTO TDS!

Process Planning

- Questionnaires

- Learning Content

- Assessments

- Signature Documents

- Material Submissions

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Questionnaires

Application Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Received
Arrival to the TDU Campus	☐

- Collect information from students/scholars
  - Fields
  - Single/Multi-Select
  - Yes/No
  - Short Description
  - Essay

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Arrival to the TDU Campus:

1. Airline(s) from which you purchased your ticket:

Can select more than one airline for multiple carrier itineraries.

ANA
Aer Lingus
Aeroflot
Aeromexico
Air Canada

2. Flight Number

[   ] (numeric data only: 0-9 and decimal point)

3. Date of Arrival (*)

Note for F/M/J visa holders: You can enter the US up to 30 days before the start date of your I-20 or DS-2019.
Note for H-1B visa holders: You can enter the US up to 10 days before your H-1B start date.

[   ] (Format: mm/dd/yyyy)

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.**

[< Cancel -]   [- Save -]   [- Submit >]

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Learning Content

- Informational pages that the student/scholar can review and mark off as read

- Can be just text, but photos, videos, PowerPoints or Prezis can be embedded

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Explanation of F-1 Student Status

How long can I stay in the US?

You may stay in the US for 60 days after completion of your program. You may not work during those 60 days. If you withdraw from school, you may stay in the US for 15 days only if you have prior approval from ISS. If you do not request approval from ISS to withdraw, you must depart the US as soon as possible.

Print   Mark as Read

What does it mean to be "in status"?

The US federal government considers you to be in valid F-1 status if you fulfill all of the conditions of your F-1 visa. The conditions are as follows:

- attend the school whose I-20 you used to enter the US

- maintain the validity of your passport and I-20 form

- maintain good academic standing

- maintain sufficient financial resources to avoid becoming a "public charge"

- enroll each semester as a full-time student

- work no more than 20 hours per week on-campus while classes are in session

- work off-campus only with specific written authorization from ISS or USCIS

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Assessments

- Quizzes where the applicant completes multiple choice questions and receives a percentage score after submission.

- Ideal for evaluating and encouraging the student/scholars understanding of information provided in Learning Content.

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F-1 Student Regulations

Question #1

No question text was entered for this question.

No multiple choice options have been entered for this question.

Question #2

As an F-1 undergraduate student at TDU, you are required to enroll in a full-time course load. How many credits must you enroll in at TDU each semester?

A.) ○ 4
B.) ○ 6
C.) ○ 8
D.) ○ 12
E.) ○ 15

Question #3

As an F-1 student visa holder, are you able to work off-campus?

A.) ○ Yes
B.) ○ No
C.) ○ Yes, if you meet certain critera

Question #4

When traveling outside of the US, what must you secure from the ISSS office so that you may successfully reenter the US?

A.) ○ Re-Entry Letter
B.) ○ Travel Endorsement on I-20
C.) ○ New Visa

Question #5

You are an F-1 student who has secured on-campus employment and your employer has told you that you need a Social Security Number. What must you request from ISSS to apply for a Social Security Number?

A.) ○ SSN/Status Verification Letter
B.) ○ New Form I-20
C.) ○ Certified Documents

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Signature Documents

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
F-1 Status - Assumption of Responsibility	☐

- The student/scholar must read instructions/text and then provide an electronic signature to show agreement/understanding.

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Print   Close

Assumption of Responsibility

I understand that while TDU's ISSS office is here to assist and provide guidance, I am fully responsible for maintaining my F-1 status while pursuing my educational program at TDU.

I also confirm that I have read and understand the information presented in the "Explanation of F-1 Student Status" Learning Content provided.

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

Applicant Name: Terra Dotta

Date: 03/24/2015

CLICK HERE TO SIGN DIGITALLY

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Material Submissions

Material Submissions

Click the following to view instructions and/or printable forms which require the physical submission of materials.

Title	Received
Attended Mandatory Orientation	☐

- The student/scholar is given instructions for something that is to be turned in to the office and marked as received by a staff member.

- This is the only process element out of the 6 available that needs to be verified and check off as received or completed by a staff member.

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Print   Close

Attend Mandatory Orientation

TDU's ISSS Orientation is MANDATORY and is designed specifically to address the needs of international students. **You are required to attend this orientation session.**

As an international student, the US Department of Homeland Security requires student visa holders to register with their school prior to beginning their academic program in the United States. By attending an ISSS Orientation, you will be completing this mandatory obligation. Our staff at ISSS looks forward to meeting you at the next ISSS Orientation!

Please bring the following documents along to your ISS Orientation:

- I-20 (If you are holding an F-1 visa) or DS-2019 (If you are holding a J-1 visa)
- Passport with the Entry Admission Stamp
- F-1 or J-1 Visa Stamp (Canadians excluded)

After you have attended Orientation, a ☑ will appear next to this item.

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Document Submission

- Offices are able to specify the specific types of documents they would like to collect from students and scholars
    - System Settings > System Features > Process Options (Universal On/Off + Doc Types)
    - Program Builder > Settings Tab (Specify Doc Types needed for specific program)

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Evaluation

- Create an evaluation form (questionnaire) that students/scholars have the option to fill out after completing orientation.

- Great way to examine and tweak your orientation process to make it more worthwhile and impactful to students and scholars.

  - Note that these evaluations are not anonymous

Statuses & Text Interface

Status Aliases

- Statuses are only visible to the student or scholar after they are in Phase Two (Post-Decision)

- Consider creating a status alias for the "Committed"
  - Ex. "Pre-Arrival"

- System Settings > Statuses

Text Interface

- Program type-specific edits can be made to the words that appear on the application page.

- Change phase names:
  - Pre-Decision to "I-20 Info"
  - Post-Decision to "Pre-Arrival"
  - On Progrm to "Orientation"

- Maintenance > Text Interface

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Discussion

In what ways could you translate your NISO into TDS?

Thank You!

Please take a moment to fill out your evaluation.

Presenter: Katie Wirka
Session Title: Orientation Over Easy