

College of Micronesia-FSM  
**DEPARTMENT OF STUDENT SERVICES**  
Office of Admissions, Records and Retention

**OARR 101**  
**New Student Orientation**

**Description**

A session designed to help the transition of first-time-in-college and transfer students to COM-FSM. The session covers the following areas: full-time and part-time students, credit load, the registration process, procedures for adding and dropping courses, withdrawing from a course and all courses, relevant academic policies, and basic information about the Family Educational Rights and Privacy Act (FERPA).

**Student Learning Outcomes**

Students will be able to:

1. Differentiate a full-time student from a part-time student.
2. Identify the steps in requesting approval of credit overload.
3. Identify the steps in registering courses.
4. Identify the steps in adding or dropping a course.
5. Identify the steps in withdrawing from a course and all courses.
6. Differentiate a student in good academic standing from a student who is not in good academic standing.
7. Differentiate student directory information from student education records.

**Contents**

1. Full-time and part-time students
2. Credit load
3. Registration process
4. Adding and dropping courses
5. Withdrawing from a course
6. Withdrawing from all courses
7. Relevant academic policies: good academic standing, academic probation and suspension, others
8. Family Educational Rights and Privacy Act (FERPA)

**Methods of Instruction**

Lecture and visual aids

**Materials**

1. PowerPoint presentation
2. OARR's Student Guide
3. COM-FSM General Catalog

**Assessment**

Pre-and post tests

Pre-Test  
OARR 101-Orientation for New Students

DIRECTIONS. Read the statement completely and determine if the statement is true or false. check the appropriate box depending on whether the statement is true or false.

<b>1</b>	Full-time students are those who register for less than 12 credits in a regular semester or less than six credits in a summer session	<input type="checkbox"/> True <input type="checkbox"/> False
<b>2</b>	It is the responsibility of the student to clear the incomplete grade by midterm of the following semester.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>3</b>	There are five sequential steps in the face-to-face (or traditional) registration procedure.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>4</b>	A student requesting permission to deviate in any way from his or her program requirementd must secure (a) recommendation for course substitution from his or her academic advisor, and (b) approval from the Dean of Academic Programs and the Vice President for Student Services.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>5</b>	Part-time students are those who register for 12 credits or more in a regular semester or six credits in a summer session.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>6</b>	The first step in the face-to-face (or traditional) registration procedure is the creation of identities, activation of the student's term record, and issuance of course selection form.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>7</b>	FERPA is an acroynm that means Federal Educational Rights and Privacy Act.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>8</b>	Students are limited to a maximum of 18 credits per regular semester, and six credits per summer session. Additional courses can be taken with permission by the Vice President for Instructional Affairs,	<input type="checkbox"/> True <input type="checkbox"/> False
<b>9</b>	The last day to either add or drop courses for Fall 2014 semester is on August 20, 2014.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>10</b>	The last step in the face-to-face (or traditional) registration procedure is the issuance of student schedule.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>11</b>	Good academic standing is defined as having a cumulative grade point average (GPA) of 2.0 or above. Cumulative GPA is the average for all semesters attended at COM-FSM. In order to gradaute from COM-FSM, student must be in good academic standing. Students cannot graduate while on academic probation.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>12</b>	Students may repeat a course in which a grade of D, F, or I was received. The GPA is computed using the higher or better grade and is adjusted for the semester in which the course was repeated.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>13</b>	Students who remain on academic probation for two enrolled semesters (not including summer session) are placed on academic suspension.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>14</b>	The last day to withdraw from a course with a "W" during Fall 2014 semester is on October 24, 2014.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>15</b>	Registration is the process of officially enrolling in the College, selecting a program of study, and paying all tuition and fees.	<input type="checkbox"/> True <input type="checkbox"/> False

Post-Test  
OARR 101-Orientation for New Students

DIRECTIONS. Read the statement completely and determine if the statement is true or false. check the appropriate box depending on whether the statement is true or false.

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<b>2</b>	It is the responsibility of the student to clear the incomplete grade by midterm of the following semester.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>3</b>	There are five sequential steps in the face-to-face (or traditional) registration procedure.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>4</b>	A student requesting permission to deviate in any way from his or her program requirementd must secure (a) recommendation for course substitution from his or her academic advisor, and (b) approval from the Dean of Academic Programs and the Vice President for Student Services.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>5</b>	Part-time students are those who register for 12 credits or more in a regular semester or six credits in a summer session.	<input type="checkbox"/> True <input type="checkbox"/> False
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