Dear Peer Advisor Candidate:

Thank you for your interest in becoming a 2015 FIU Orientation Peer Advisor! There are many steps in the selection process, so please read all of these materials carefully to ensure that you follow all procedures. Below is a general overview of how you can be best informed about what it means to be a Peer Advisor and what you can expect during the selection process if you do choose to apply.

First, you must attend one, hour-long Information Session (applicants who fail to attend an Information Session will not be eligible to move forward to the next stage in the selection process), where information included here will be thoroughly explained and elaborated on. The date/time/location options are:

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Next, review the Position Description and Important Dates. Know that if you are selected as a 2016 PA, you will be held to the expectations and standards outlined here and also committed to ALL of the dates indicated. Beginning October 30th you can access the online application at [http://orientation.fiu.edu/leadership-staff/recruitment-selection/index.html](http://orientation.fiu.edu/leadership-staff/recruitment-selection/index.html) and you must submit your completed application no later than 5pm (EST) on Friday, November 20th, 2015. Following your application submission, you will be contacted by e-mail to confirm whether or not you are being passed on to one of the Selection Workshops (a group interview) which will be held at the following dates and times: Wednesday, December 2nd from 11am-1pm in Parkview Multipurpose Room at MMC and from 4:30pm-6:30pm in WUC 244B at BBC; Thursday, December 3rd from 9am-11am and from 6pm-8pm, both in Parkview Multipurpose Room at MMC; and on Friday, December 4th from 9am-11am, from 12:30pm-2:30pm, and from 4pm-6pm at MMC, in the Parkview Multipurpose Room. As part of your application, you will be asked to indicate all workshops you’ll be available to attend. Candidates are able to attend a Selection Workshop on either campus, regardless of where they take classes. You will receive an email by November 27th with the date, time, and location of the selection workshop to which you’ve been assigned.

Applicants are encouraged to submit a Recommendation Form (which will be emailed to you after you complete an application) from a high school or college faculty or staff member, or a previous employer by December 11, 2015. Recommendations are not required, but one recommendation per candidate will be considered if submitted.

Then, if you are chosen as a finalist, you will be notified via e-mail no later than Friday, December 18, 2015 to sign up for an interview day/time. Final grade (cumulative and semester) and student conduct checks will be made before finalists are selected. Interviews will be held January 6th, 7th, 9th, and 11th 2016.
Finally, the 2016 Orientation Peer Advisors will be announced at Noon on Wednesday, January 13th, 2016, during ceremonies held in the Betty Chapman Plaza or GC Pit (MMC) and Panther Square (BBC). *Note that mandatory training sessions begin with the first meeting on Friday, January 15th, 2016 from 8:00am-12:00pm in GC 243.

We are excited that you are interested in joining this prestigious group, and we wish you luck throughout the process. As you consider applying, remember the potential impact you can have on your fellow Panthers if you are selected to serve them through this position. If you have additional questions, please do not hesitate to stop by our offices in GC 189 or WUC 256.

With Panther Pride,

Ashley Grimes
Assistant Director of Orientation and Parent Programs
asgrimes@fiu.edu

2016 Peer Advisor Position Description

Each year a group of enthusiastic and responsible FIU students are selected to become Orientation Peer Advisors. These special students are trained extensively to assist with all new student orientation programs throughout the year as well as other programs for new students and their families. In this capacity, they serve as resources for new students and their parents, they assist FIU staff with planning and implementation of the programs, and they are viewed as student leaders among the University community. In addition, Peer Advisors are expected to make the Orientation experience an inclusive and fun welcome to the FIU community. Peer Advisors have a lasting impact on both individual students and our FIU traditions as they create the next generation of Proud Panthers and leave a legacy that promotes the values of our institution.

Selection as an Orientation Peer Advisor is both a unique honor and a rewarding opportunity for personal and professional growth. Recognized by the University administration and faculty for its invaluable assistance, this team of leaders has a huge amount of responsibility, but receives many benefits. As vital members of this dynamic team, Peer Advisors enjoy a memorable experience while providing a valuable service to the University.

Qualifications for Application/Employment

To be eligible, each candidate must:

a) be currently enrolled as a degree-seeking student at FIU
b) have completed at least 12 credit hours at FIU as of the end of the Fall 2015 semester
c) possess a minimum cumulative GPA of 2.3 at time of application (for those with FIU GPAs)
d) possess a minimum semester and cumulative GPA of 2.5 after Fall 2015
e) be in good judicial standing with the University
f) meet all eligibility requirements for employment, as stipulated by FIU
g) satisfy requirements of a Level 2 Background Check (fingerprinting)

Desired Qualifications for Selection

We will be looking to select candidates who:

a) exhibit leadership potential
b) exhibit a commitment to the mission of FIU’s orientation program
c) adhere to a strong code of ethics
d) possess the following personal qualities:
   1) maturity  
   2) responsibility  
   3) initiative  
   4) self-esteem  
   5) motivation  
   6) enthusiasm  
   7) team player  
   8) punctuality  

e) exhibit strong interpersonal and group presentation skills  
f) demonstrate the ability to work with a diverse group of people  

**Terms and Conditions of Employment**

A. **Length of Position** – This position begins in January 2016 and ends January 2017  

B. **Required Commitments** – Peer Advisors are responsible for the following:  

1. *Training/Development Sessions* – Each Peer Advisor will be required to attend all training/development sessions beginning in January and continuing throughout the summer. Training/development sessions are every Friday from 8:00am-12:00pm from January 15 until May 6 and on May 13 from 8:00am – 5:00pm. Supplemental Trainings/Meetings outside of these times as indicated below are also mandatory. Training Marathon takes place May 16th – 23rd and May 25th, and Peer Advisors will be expected to check into a campus Residence Hall and stay throughout this entire time period.  

2. *Staff Retreat* – Each Peer Advisor will be required to attend and participate in our retreat, which will be held January 29 – 31, 2016 in Ft. Myers Beach, FL.  

3. *Student Leadership Summit* – All Peer Advisors are required to attend FIU’s Student Leadership Summit at the Biscayne Bay Campus on Saturday, February 6, 2016.  

4. *SROW* – All Peer Advisors will be required to attend the 2016 Southern Regional Orientation Workshop, which will be held at East Carolina University in Greenville, North Carolina from March 11-13th, 2016. We plan to leave FIU late on Wednesday, March 9th and return very early on Monday, March 14th. Please note that this is the week PRIOR TO (leading into) FIU’s Spring Break, but notes will be provided to instructors to request permission to miss class for the trip on March 9th, 10th, or 11th. However, obtaining permission and following up with the instructor and classmates to make-up any assignments and cover any information missed is entirely the responsibility of the student.  

5. *Orientation Sessions* – For Freshman Orientation sessions, Peer Advisors are considered on-duty from 5:00pm the day prior to the session until 6:30pm on day two, or until all orientation-related duties are complete, whichever is later. For Transfer Advising and Registration sessions, Peer Advisors are on-duty from 5:30am until 6:00pm, unless it is an evening session which would run from 1:00pm until 11:30pm. All of the Orientation Session dates are listed in this packet, and those selected should be sure to make arrangements to accommodate this work schedule. During Orientation sessions, Peer Advisors will be given a schedule of assigned tasks but will be expected to be available to assist with additional responsibilities as needed during these times.  

6. *Freshman Convocation* – Peer Advisors will be required to assist with the Freshman Convocation and Reception scheduled for Sunday, August 21, 2016 from 10:00am-6pm.  

7. *Rehearsals* – In preparation for SROW, orientation skits, and/or other performances, Peer Advisors will be required to attend rehearsals. Current scheduled dates for SROW Practice include February 20th from 8am-8pm, February 23rd 6-8pm, and February 29th 6-8pm, but additional dates may be added. Current scheduled dates for skit rehearsals include May 22 from 4-9pm (following Peer Advisor Graduation) – others will be added.  

8. *Open House* – At the Spring University Open House, Peer Advisors are expected to give campus tours and promote school spirit. The date for Spring 2016 is Saturday, April 16th.
9. **Other FIU functions** – On occasion, other FIU departments and organizations will request the assistance of Peer Advisors. Often they are asked to give tours and to meet-and-greet special visitors to the campus. Most of these requests come in the Fall and Spring semesters, and they provide a good way to stay involved in the campus community.

C. **Campuses** – All Peer Advisors will be trained on and expected to work Transfer Orientations at both the Biscayne Bay and Modesto Maidique Campuses. A sub-group of PAs will be designated to work the three BBC Freshman Orientations in addition to MMC, while the remaining staff will work only and all MMC Freshman Orientations.

D. **Time Off** – Peer Advisors will have some flexibility in which Transfer Orientations they work to allow for some pre-arranged days off. Additionally, the small group of PAs designated to work the three BBC Freshman Orientations will not work three MMC Freshman Orientations. These three MMC orientation dates will be predetermined and the BBC team will be notified. Beyond this, time off is limited to an emergency basis only.

E. **Overnight Orientation Sessions** – Freshmen attending Orientation may stay overnight; therefore, Peer Advisors will be required to stay in their assigned residence hall rooms or another room assigned to them by orientation staff prior to MMC Freshman Orientations and stay on-campus throughout the duration of each session as a function of their work responsibilities. BBC Orientations will not have an overnight component. Peer Advisors are also expected to stay overnight in their assigned residence hall rooms the night before a Transfer Advising & Registration Day held at MMC.

F. **Outside Employment** – It is not recommended that Peer Advisors hold other employment during intensive training and orientation times from May until late August. Should employment be necessary, Peer Advisors must schedule other responsibilities around their Peer Advisor job duties and be sure that it does not require them to miss a scheduled event, training, or Orientation session (this includes needing to leave early). Outside employment will not be an acceptable excuse to miss any portion of orientation for Summer 2016 (in April and May 2016) nor Spring 2017 (in November and December 2016 nor in January 2017)

G. **Outside Involvements** –
   1. **Resident Assistants**: Currently, Peer Advisors are allowed to apply to be Resident Assistants for Fall 2016/Spring 2017, and we have accommodations in place with our partners in Residential Life work through potential conflicts.
   2. **Alternative Breaks**: Due to a conflict with dates, 2016 Peer Advisors will not be able to participate in a Spring 2016 Alternative Breaks if the dates conflict with our trip to SROW (March 9-14, 2016).
   3. **For other involvements, please share the dates required of you for this position**. Required dates cannot be missed due to other involvements.

H. **Class Schedules** – Peer Advisors are not allowed to take in-person classes during any of the 2016 Summer Terms, but will be allowed to take ONE ONLINE CLASS per Summer Term if they desire. In addition, Spring 2016 Term schedules must leave Fridays from 7:00am-1:00pm free to attend mandatory training/development sessions on both campuses. Note that some trainings/development sessions may begin before 8:00am, and you will need to be able to get to campus on time. **No exceptions to these expectations will be offered, so please keep this in mind when you apply.**

I. **Academic Standing** – Peer Advisors must maintain good academic standing while employed by the Office of Orientation. Good academic standing shall be defined as maintaining a minimum cumulative and semester GPA of 2.5 during the time of employment. A PA will be terminated if he/she fails to achieve good academic standing in two consecutive semesters or if the PA's cumulative or semester GPA falls below a 2.0. In addition, Peer Advisors must not be scheduled to graduate from the University before December of the year for which they were selected.
J. **Conduct Status** – Peer Advisors must remain in good standing and not be involved in any pending conduct cases at any time during their time as a Peer Advisor. If at any time a student is no longer in good conduct or judicial standing with the university, they will be removed from the team.

K. **Compensation** –

- **Pay:** Each Peer Advisor will be paid a salary of $1,700 in the summer, which will be distributed every other week beginning in May. An additional stipend up to $300 will be distributed based on the number of Spring Orientation sessions worked during November and December 2016, as well as January 2017.
  - PLEASE NOTE: Peer Advisors who wish to have a car on campus during the summer but who are not taking classes during the summer will be required to pay for a parking permit in order to park on campus. The price for the permit has not yet been set, but can be estimated between $85-$95.

- **Housing:** On-campus housing will be provided for all Peer Advisors from the beginning of Training Marathon through approximately July 29th, 2016. Peer Advisors will not be required to check-in or check-out of their housing assignment in between orientation programs as they have in years past. As a function of their job and to maintain on-campus housing, Peer Advisors MUST abide by ALL policies as outlined in the FIU Student Code of Conduct, including all policies related to Housing and Residential Life ([http://housing.fiu.edu/_assets/docs/housing/FIU-Housing-And-Reslife-Policy.pdf](http://housing.fiu.edu/_assets/docs/housing/FIU-Housing-And-Reslife-Policy.pdf)), in addition to any policies imposed by Orientation and Parent Programs. Policies imposed by Orientation and Parent Programs include but are not limited to:
  - No alcohol will be allowed in the rooms or living spaces of any Peer Advisors at any time. Those in violation or suspected violation of this policy will be terminated.
  - No guests will be allowed to be in the rooms of Peer Advisors at any point from 10pm the night prior to an orientation until that orientation has been completed, nor during any required work or training times.

- **Meals:** Some meals will be provided during freshman orientation sessions only.

- **Travel/Special Events:** During the Peer Advisor Retreat and SROW, all expenses including travel, lodging, and meals will be paid for by the Orientation Office, with the exception of meals during travel to and from the conference.

- **Attire:** Each Peer Advisor will also receive uniforms for orientation days. Uniforms are the property of the Orientation and Parent Programs office and must be returned to the office upon vacating the position for any reason, including dismissal.

### Responsibilities

The following is a summary of the expectations of Peer Advisors:

A. **Assistance to new students and parents**

1. Welcome new students and parents to FIU and assist them with check-in
2. Develop a rapport with new students and parents, especially with those in your small group
3. Help new students assimilate, to feel welcome, and get involved in the FIU community
4. Be available and willing to answer questions of students and parents throughout each orientation session
5. Prepare and conduct well-organized and thorough small group meetings and/or campus tours for new students and parents
6. Assist students with academic decision-making
7. Serve as an academic and social role model at all times
8. Maintain contact with incoming students after orientation and provide support throughout their transition processes.
B. **Educational Duties**

1. Communicate information to students about academic resources and student activities/services available at FIU
2. Educate students about their responsibilities at FIU by explaining university policies and procedures
3. Share the privileges and responsibilities that come with being part of the FIU community and the role each of our new students plays in keeping our community safe
4. Assist academic advisors with providing students an understanding of academic requirements
5. Help students understand all logistical information in order to ease their transition into FIU

C. **Administrative Responsibilities**

1. Attend all training sessions, meetings, and practices
2. Be punctual in all Orientation activities including trainings, meetings, and orientation sessions
3. With a positive attitude, fully participate in all assigned duties of orientation and take initiative with unanticipated tasks or problems
4. Complete all tasks as requested by the Orientation staff to ensure the program proceeds smoothly and effectively
5. Set up all orientation materials prior to the start of each program
6. Maintain regular communications with all Orientation supervisors and discuss with them situations that warrant their attention or action
7. Assist all presenters at scheduled programs, meetings, and sessions throughout Orientation
8. Be supportive and inclusive of all staff members on the Orientation staff
9. Respond appropriately to feedback and evaluations
10. Remain flexible at all times. Last minute, as well as major, programmatic changes may occur.

**Sorority and Fraternity (Greek Life) Policy**

*Updated October 2015*

Within Orientation and Parent Programs, we are proud to say that a number of our student leaders involved within our Peer Advisor and Panther Camp teams are members of FIU’s Greek community. As an office, we support our Greek community as well as the leadership gained by students through joining a Greek organization, and we aim to work as partners with FIU Sorority and Fraternity Life in upholding the integrity of the recruitment processes of our recognized Greek councils. Due to the important interactions both teams have with our incoming students, we have asked the Greek leaders on our teams to abide by the following guidelines while they are employed by and/or representatives of our office. In collaboration with Sorority and Fraternity Life, we have agreed to the following terms for our Greek team members to ensure an equal opportunity for all students to join our Sorority and Fraternity community with an open mind. All Greek-affiliated members of our teams must agree to these policies in order to accept and maintain their positions within our office.

**Policies Effective January 13, 2016 – Completion of Fall 2016 Council**

**Recruitment/Intake/Programming/Interest Weeks (based on your specific council)**

- Members of our Peer Advisor and Panther Camp teams are not permitted to wear, carry, or display any items that indicate their role as a member of the Peer Advisor or Panther Camp teams at any meeting, program, or event during which they are disclosing their Greek affiliation
  - NOTE: Conversely, members of both teams should not bring or wear any Greek letter paraphernalia (e.g. keychains, buttons, jewelry, bags, etc.) to any Orientation and Parent Programs trainings, meetings, programs, or events, **effective immediately upon acceptance of position**
• Members of the Peer Advisor and Panther Camp teams cannot portray both their Greek affiliation and student leader position within the office in the same photo, comment, or status.
  o This includes student leader spotlights from organization, hashtags, and wearing of any items indicating their role within the office of Orientation and Parent Programs.

Policies Effective April 1, 2016 – Completion of Fall 2016 Council Recruitment/Intake/Programming/Interest Weeks (based on your specific council)
• Members of our Peer Advisor and Panther Camp teams should:
  o Maintain communication with the students they meet and serve through their positions in our office in a way that supports the transition and success of those students, without disclosing Greek affiliation or support for any specific Greek organization

• In regards to recruitment, members of our Peer Advisor and Panther Camp teams will not:
  o Represent their sorority or fraternity nor disclose their affiliation during any program hosted by or in collaboration with Orientation and Parent Programs.
    ▪ Programs include, but are not limited to freshman orientation, transfer orientation (and advising and registration days), Panther Camp, etc.
  o Table during Interfraternity Recruitment Week, National Pan-Hellenic Week, or Multicultural Greek Week
    ▪ Members of both teams are prohibited from requesting time off in order to table or participate in other recruitment events
  o Participate in Panhellenic Council’s Pre-Recruitment Events throughout the summer
• If Greek organizations are tabling, having “group lunches”, or hosting events in GC/WUC during our scheduled office events/orientation sessions, members of our Peer Advising and Panther Camp teams are prohibited from “hanging out,” spending a disproportionate amount of time, or sitting with members of any one organization (whether that organization is theirs or another organization they support)
• Peer Advisors and Panther Camp Facilitators are not permitted to wear or carry any Greek-letter paraphernalia on campus.
  o Exceptions include attending chapter meetings, philanthropy, and organization specific events that DO NOT target incoming students or potential new members AND take place outside of the GC/WUC on non-Orientation and Parent Program event days.
• In regards to social media, members of the Peer Advisor and Panther Camp teams must remove or make inaccessible any mention of a specific Greek organization or a philanthropy commonly associated with a specific Greek organization at FIU.
  o Comments, pictures, and/or posts promoting joining Greek life or promoting events and activities for all potential new members (but not promoting a specific organization) are acceptable and encouraged.
  o Peer Advisors and Panther Camp Facilitators are not permitted to be tagged or mentioned in posts by members of Greek organizations (their own or others) or organization-specific accounts on Social Media
  o Peer Advisors and Panther Camp Facilitators are not permitted to post about organizations and/or philanthropies on behalf of other chapters on the same or different councils
  o It is the responsibility of the Peer Advisor or Panther Camp Facilitator to make sure that all previous posts are removed from personal and organizational social media accounts.
• If Greek organizations are hosting an event specifically for their organization outside of the time in which Orientation and Parent Programs events are happening, members of our Peer Advisor and Panther Camp teams are encouraged to attend their organizations’ events, as well as, support other organizations’ functions. These events include, but are not limited to:
  - Philanthropy events
  - Greek chapter meetings
  - Intramural sporting events

If any representative from the Office of Sorority and Fraternity Life observes or is notified of any of our team members violating any of these policies, they are asked to contact our office to discuss the situation and determine appropriate action.

It is the responsibility of all Peer Advisors and Panther Camp Facilitators to inform their organizations of these policies. Leaders within Orientation and Parent Programs are responsible for holding themselves, their peers, and their organizations accountable for these policies.

**2016 Panhellenic Council Formal Recruitment**
Based on potential date conflicts which are yet to be solidified by the FIU Panhellenic Council, all applicants for the Peer Advisor and Panther Camp teams should know that there is a chance they will not be permitted to participate in Formal Recruitment for Panhellenic organizations. There is a chance that the potential conflict will be resolved and allow for full participation. However, at this time, applicants should anticipate not being present for Panhellenic Formal Recruitment. Applicants should be intentional about sharing this information with their organizations prior to applying for either the Peer Advisor or Panther Camp Facilitator position. This potential conflict would also restrict those selected as Peer Advisors or Panther Camp Facilitators from holding a Pi Chi or Rho Gamma position, holding a recruitment position within their respective organization, or participating in Panhellenic Formal Recruitment as a Potential New Member.

### IMPORTANT REQUIRED PEER ADVISOR DATES

**TRAINING** (Fridays 8:00am – 12:00pm)

- January 15, 2016 – GC 243
- January 22, 2016 – GC 243
- January 29, 2016 – BBC – WUC 155
- February 5, 2016 – GC 243
- February 12, 2016 – GC 243
- February 19, 2016 – BBC – WUC 244B
- February 26, 2016 – GC 243
- March 4, 2016 – GC 243
- March 25, 2016 – GC 243
- April 1, 2016 – GC 243
- April 8, 2016 – GC 243
- April 15, 2016 - Location TBD
- April 22, 2016 – GC 243
- April 29, 2016 – GC 243
- May 6, 2016 – GC 243
- May 13, 2016 – BBC - WUC 155

**ADDITIONAL TRAINING/REHEARSALS**

- February 20, 2016 8am-8pm – GC Panther Suite
- February 23, 2016 6pm-8pm – GC Panther Suite
- February 29, 2016 6pm-8pm – GC 243
- June 8, 2016 8am-8pm - TBA
- Saturday, June 18, 2016 9am-8pm - TBA
- July 7, 2016 8am-9pm – GC 243
- August 15, 2016 12pm- 8pm – TBA

**TRAINING MARATHON**

- May 16-23 and May 25, 2016 8am-1am – GC 243

**WEEKEND DATES/TRIPS**

- Jan. 29-31, 2016 - Peer Advisor Retreat in Ft. Myers Beach
- February 6, 2016 7:30am-5pm - Leadership Summit @ BBC
- March 9 – 14, 2016 – SROW Trip to Greenville, NC
- April 16, 2016 7am-4pm - University Open House @ MMC
- May 22, 2016 11am-9pm - Peer Advisor Graduation
- August 21, 2016 10:00am-6pm - Freshman Convocation & Reception
IMPORTANT REQUIRED PEER ADVISOR DATES

2016 ORIENTATIONS

April 4    MMC Transfer A&R Day      July 5-6    MMC Fall Freshman Orientation
April 13   MMC Transfer A&R Day      July 8      BBC Transfer A&R Day
April 18   BBC Transfer A&R Day      July 11-12  BBC Fall Freshman Orientation
April 27   MMC Transfer A&R Day      July 13-14  MMC Fall Freshman Orientation
May 11     MMC Transfer A&R Day      July 18-19  MMC Fall Freshman Orientation
May 12     BBC Transfer A&R Day      July 21     *EVENING* MMC Transfer A&R Day
May 24     MMC Transfer A&R Day      July 23     *SATURDAY* MMC Transfer A&R Day
May 26-27  MMC Summer Freshman Orientation July 25-26  MMC Fall Freshman Orientation
June 1     BBC Transfer A&R Day      July 26     MMC Transfer A&R Day
June 2-3   MMC Summer Freshman Orientation July 28-29  MMC Fall Freshman Orientation
June 6-7   MMC Freshman Orientation  August 3    MMC Transfer A&R Day
June 9-10  MMC Freshman Orientation  August 8    MMC Transfer A&R Day
June 13-14 MMC Freshman Orientation  August 9    BBC Transfer A&R Day
June 16    MMC Transfer A&R Day      August 11-12 BBC Fall Freshman Orientation
June 20-21 BBC Summer Freshman Orientation August 15   MMC Transfer A&R Day
June 23-24 MMC Summer Freshman Orientation August 16   MMC Transfer A&R Day
June 28    MMC Transfer A&R Day      August 18-19 MMC Fall Freshman Orientation
June 29-30 MMC Fall Freshman Orientation

SPRING 2017 ORIENTATIONS

November 3 MMC Transfer A&R Day December 16 MMC Transfer A&R Day
November 16 BBC Transfer A&R Day January 3, 2017 BBC Transfer A&R Day
November 18 MMC Transfer A&R Day January 4, 2017 MMC Transfer A&R Day
November 29 MMC Freshman Orientation January 6, 2017 MMC Freshman Orientation
December 14 *EVENING* MMC Transfer A&R Day

***All dates are subject to change and additional dates may be added***