



Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Campus Life

Effective Date: September 2018

Procedure Number: CL-p007.01

Student Affairs Working Procedure on Requesting an Exception to Attending a Required Island View Orientation

Intent: To provide a process by which students may request an exception to the requirement to attend Island View Orientation (IVO).

Background: The Policy on Intent to Enroll and Orientation at CSU Channel Islands (CSUCI) requires any undergraduate applicant who has been offered admission to the University to attend an IVO session. The purpose of IVO is to contribute to the successful transition of new students into the intellectual, cultural, and social climate of the University, provide resources, and establish academic expectations. Students who fail to complete all of the required steps of the intent to enroll process by the deadline will have their admission offer canceled and application withdrawn.

During IVO, students will enroll in classes for their first semester. A registration hold will be placed on accounts for students who do not attend IVO.

Accountability:

Associate Vice President for Student Affairs & Dean of Students

Associate Vice President for Enrollment Management

Applicability:

Any undergraduate applicant who has been offered admission to the University. Students who have previously attended an IVO but have left CSUCI for any reason may be required to attend IVO again. Extended University and international students are exempt from this procedure.

Definition(s):

Student: Any undergraduate applicant who has been offered admission to the University.

Intent to Enroll: Online submission used by applicant to notify the University of their acceptance of the offer of admission and intention to enroll.

Orientation Fee: Non-refundable, non-transferable fee charged when a student accepts their admission offer online. Eligible students may defer this fee to the due date for University fees.

Orientation Hold: Service indicator placed on a student's account if the orientation requirement has not been fulfilled. This hold prevents a student from registering until the requirement is fulfilled. [New Student Orientation](#) (NSO) is responsible for administering orientation holds.

Registration Hold: Service indicator placed on student accounts to prevent enrollment if orientation requirement has not been fulfilled. [Records & Registration](#) is responsible for administering registration holds.

Attachment(s): IVO Exception Request Form

Procedure: CSUCI requires students to attend an entire IVO session; however, circumstances of an extenuating nature may warrant an exception. Availability of classes will be impacted as a result of not attending IVO. The Director for Student Transition and Engagement Programs determines the appropriate orientation alternative for approved exceptions, since CSUCI still requires that students satisfy the mandatory orientation attendance obligation in order to register for classes and aid in the transition process.

Extenuating circumstances leading to exception from attending a required IVO are rare. Examples of extenuating circumstance which may qualify a student for exception consideration include the following:

- Death of an immediate family member that prevents student from attending CSUCI (e.g., primary supporter/provider)
- Severe illness or injury of student
- Financial hardship on student

Students who receive an exception may not be eligible for one in the future.

Students who believe they have extenuating circumstances that warrant an exception must contact the NSO office via email at orientation@csuci.edu and request an IVO Exception Request form.

The IVO Exception Request form must be completed entirely and submitted to NSO for review and consideration within five (5) business days of failing to attend or complete an entire IVO session. Requests for exception are granted at the discretion of the Director for Student Transition and Engagement Programs and are not guaranteed. All exceptions are reviewed on a case-by-case basis. The Director will respond via email with a decision no later than 10 business days following submission.

Supporting documentation that verifies any claims made in the statement regarding hardship, illness, or other extenuating circumstances must be included. A personal statement does not constitute documentation. Letters of recommendation will not be considered.

Students submitting a request for exception on the basis of a disability must file their request with the [Disability Accommodation and Support Services](#) (DASS) office instead of the NSO office. More information about this process can be provided by contacting DASS at accommodations@csuci.edu or 805-437-3331.

Students who wish to appeal the decision the Director of Student Transition and Engagement Programs for a non-disability related exception must email their request to the Dean of Students at deanofstudents@csuci.edu within seven (7) business days following the date the decision was emailed.

¹ Who oversees NSO

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