

Office Administration Center Orientation Schedule Summer 2017

All new and returning students enrolled in OFADM open-entry/open-exit courses **must attend** one of our 90-minute, course-specific orientations in Founders Hall 131.

We have set aside the first week of the spring semester for orientations only. You do not need to make an appointment for an orientation, just choose a time and come a few minutes early.

You will only need **one** orientation, even if you are enrolled in more than one OFADM course. See the orientation schedule below and choose a time that includes the number of your course. For example, if you are enrolled in OFADM 353 (and you have no keyboarding courses), choose a block of time that includes the number 353 (yellow).

1. If you are enrolled in 301 or 303, choose a **green** block of time. You will only need this one orientation, even if you have other OFADM courses.
2. If you are enrolled in 201, 202, 203, or 302, choose an **orange** block of time. You will only need this one orientation, even if you have other OFADM courses.
3. If you have **NO** keyboarding courses, choose a **yellow** block of time. You will only need this one orientation, even if you have other OFADM courses.

It is not necessary to purchase books and supplies before your orientation; you will receive a list of required books and supplies at orientation.

ATTENTION—students enrolled in OFADM 201, 202, 203, 302, and 303: Immediately following your orientation, you will be required to demonstrate your keyboarding ability to help you determine if you have selected the correct keyboarding course.

All scheduled orientations are in FH 131

	9 a.m.	11 a.m.	1 p.m.	3 p.m.	5 p.m.
Monday May 8	201, 202, 203, 302	301, 303	256, 259, 260, 261, 262, 353, 363, 364, 375	201, 202, 203, 302	301, 303
Tuesday May 9	256, 259, 260, 261, 262, 353, 363, 364, 375	201, 202, 203, 302	301, 303	301, 303	256, 259, 260, 261, 262, 353, 363, 364, 375