



**Policy Title:** Freshman Student Success Policy

**Policy Number:** SUC.103

**Policy Owner:** Dean of Student Affairs

**Responsible Office:** Student Success Office

**Revision Date:** 9/5/2017

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## 1. Purpose and Scope

The Student Success Center (SSC) is committed to the success of the Freshman students at North American University. The goal is to assist, guide, advise and mentor the Freshman students to the appropriate person or place on campus.

## 2. Policy

The Freshman Student Success Policy was established to provide information concerning Freshman related programs and outline the appropriate procedures for the students. The Freshman early registration helps the student take the appropriate courses according to their degree plan. The Peer Mentor Program provides Freshman student with a smooth transition into NAU. The Freshman Seminar Class and the Timeline of the Freshman student provide the students with the necessary tools to be successful.

## 3. Definitions

*Freshman (First Time Freshman FTF):* A student who has no prior postsecondary experience attending any higher education institution.

## 4. Procedures

### Freshman Early Registration

Step 1: All continuing Freshman students will early register for their classes with their Peer Mentors

Step 3: The Freshman student must meet with the Peer mentor to select their course(s)

Step 4: The Peer mentor will complete the required form and approve the courses selected

Step 5: The Freshman student along with the Peer Mentor will submit the course registration form to the registrar

Step 6: The registrar will verify and complete the student registration online

### Peer Mentor Program

Step 1: All First Time Freshman (FTF) will be assigned a Peer Mentor with respect to their department

Step 2: Peer Mentors will attend the Freshman Seminar to introduce themselves during the first week of classes

Step 3: Peer Mentors and Freshman students will meet weekly to discuss any challenges or obstacles

Step 4: Peer Mentors will document weekly session outcomes on the internal database in confidence

Step 5: Peer Mentors will arrange for the Freshman students to meet with their respective advisor during weeks 3 and 4 of the current semester

Step 7: Peer Mentors will escort the Freshman students to departmental advisor meetings

Step 8: Peer Mentors will escort Freshman to the Student Success coordinator during At Risk week

Step 9: Peer Mentors will work with Freshman students during early registration

### Freshman Seminar Class

Step 1: This class is required for any First Time Freshman (FTF) student

Step 2: The Student Success Coordinator will work closely with the Freshman Seminar instructor and the Freshman students throughout the semester to ensure success of the students

Step 3: The Freshman student must complete a pre and post survey for the Freshman seminar class

#### Timeline of a Freshman Student

##### *Orientation Week:*

Peer Mentors are assigned to all new first time Freshman students

Student Success Coordinator will introduce Success Center services

##### *Week 1:*

Peer Mentors and Tutors will introduce themselves in the Freshman Seminar classes

Peer Mentors will officially begin weekly meetings with Freshman students

Departmental advisors will be assigned to all Freshman students

##### *Week 3 and 4:*

Freshman students will be escorted to their first department advisor meeting by the Peer Mentors

##### *Week 5 through 11:*

Freshman students will be escorted to their departmental advisors for their advisor social activity meeting

##### *Week 8 and 9:*

Freshman will be escorted to the Student Success Center for their At Risk Meeting

##### *Week 13 and 14:*

Freshman will work closely with the Student Success Center and Peer Mentors for early-Registration. All continuing Freshman students must early register with the student success office.

#### **5. Who Should Read This Policy**

- Freshman Students
- Faculty and Advisors
- Department Chairs

#### **6. Related Documents and References**

- Freshman Seminar Pre Survey
- Freshman Seminar Post Survey
- Peer Mentor Survey