



COLLEGE POLICY DOCUMENT

Induction Day Policy

The following policy has been instigated to ensure that there is a systematic process in place for students on their first day of arriving at The Regent College, Abuja. It has been decided by the Principal that the first three teaching days will be replaced by registration / induction days etc. This decision has been made to ensure that all the relevant information pertaining to each student is collected in a timely fashion.

The registration / induction process for new students will take place over three days as shown below. The process will take place at the college premises with the Principal in attendance to answer any issues or concerns.

The four days will run as shown below:

- A. Monday first school day of September will be registration for new students to the college and it will run from 9 AM to 1 PM.**
- B. Once the registration process has been completed the students will be asked to return to Hall at 2 PM for Lunch. Afterwards, they will attend various introductory programs including a tour of the college. All students will attend various induction programs after which they will be given their time-tables for academic learning.
- C. The new students will continue with the induction on Tuesday and Wednesday of the first school week of September. The induction will run from 8:30 AM – 4 PM with a break of 30 minutes for tea break at 10:30AM and one hour for lunch at 2 PM. The induction will cover the following points:
 - ✚ Student handbook covering in depth the college rules.
 - ✚ E-Safety policy
 - ✚ Student safeguarding / bullying
 - ✚ Timetables
 - ✚ Sick and absence reporting

- ✚ Behaviour and Academic Responsibility
- ✚ The importance of IELTS classes
- ✚ Biometric System
- ✚ Student welfare

- D. It is envisaged that the above will be delivered by college tutors. The induction will cover all aspects of college life including welfare.
- E. All new students will complete a medical registration form and questionnaire so that they can be registered at the local Hospital, Zankli Medical Centre. The Head of Hostels/ Pastoral Care will organise a meeting with boarding students so that the regulations can be explained and signed for.
- F. Wednesday of the first week will be used to round -off the induction activities and team building functions.
- G. These students will be on timetable from Thursday of the first school week of September.
- H. **Returning students will also attend the induction for 2 days and go through the registration process. Their classes will begin on Wednesday of the first school week of September.**
- I. Lessons will start for all New Students on Thursday of the first school week of September.

Student registration for new students will follow the following process:

1. As they enter the college reception they will be asked to register by showing the relevant college paperwork and fees teller.
2. The student will then be handed a number of forms, which they will need to read, sign and then return. Members of staff will be on hand to answer any questions and / or explain the wordings of the documentation before being signed by the student.
3. Any student who needs a payment plan will be given an explanation of how the payment plan is made and where to find the accounts office in order to discuss further.
4. On completion of point 3, the student will join other students in the hall for the induction program.
5. The last aspect of the induction is the receipt of the timetable and confirmation of the course and / or subjects.

6. All students will attend induction / orientation day on the first two days of the first school week of September. Returning students will then commence their classes on Wednesday of that week while new students will commence theirs on Thursday of that week.
7. Rooms for registration are as follows:

Multi-purpose Hall- General Registration
Bursar's Office – Submission of Teller
Clinic – Submission of Medical questionnaire and Medical Results.

A copy of the induction programme will be given to each student at the Front Desk of the college.

The programme is an important part of your induction to our college. Full details will be given to you at registration. All new students and returning students on the same course or starting a new course will go through a registration and induction programme.

You will join your classes as per your timetable 8:30AM. Your first class will be shown on your timetable.

All returning 1st year to 2nd year A level students will start their classes on Wednesday of the first school week of September 8:30AM.

Reviewed: May 2022.

Next review: 1st August 2018.