

# Office Administration Center Group Orientation Schedule Fall 2019

All new and returning students enrolled in OFADM courses in the OAC (Founders Hall 131) **must attend** one of our 90-minute, course-specific orientations in Founders Hall 131.

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

Read the guidelines below to help you choose which orientation to attend:

1. If you do **NOT** have any *keyboarding* courses, choose a **yellow** block of time.
2. **If one of your courses is a keyboarding course**, you *must* choose a block that includes your keyboarding course number.
  - a. If you **HAVE** keyboarding course **301** or **303**, choose a **green** block of time.
  - b. If you **HAVE** keyboarding course **201**, **202**, **203** or keyboarding course **302**, choose an **orange** block of time.
3. You will only need **one** orientation, even if you are enrolled in more than one OFADM course.

**EXAMPLE—**

If you are taking more than one OFADM course in the OAC, below is an example of how to choose the appropriate orientation:

- Say you are enrolled in OFADM 301 (a keyboarding course) and OFADM 353. Based on the guidelines, the keyboarding orientation takes priority.
- You look at the table below for any box that includes the course number 301—in this case, 301 will be in a green box.
- Once you choose an appropriate box, follow its column to the top of the table to determine the date of the orientation; then return to your chosen box, and follow its row to the far left to determine the time of the 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 determine if you have selected the correct keyboarding course. Please keep this in mind when selecting your orientation date and time.

	Monday 8/26	Tuesday 8/27	Wednesday 8/28	Thursday 8/29	Friday 8/30	Saturday 8/31
10 a.m.	301, 303	256, 259, 260, 261, 262, 317, 353, 363, 364, 366, 375	201, 202, 203, 302	301, 303	201, 202, 203, 302	256, 259, 260, 261, 262, 317, 353, 363, 364, 366, 375
12 p.m.	256, 259, 260, 261, 262, 317, 353, 363, 364, 366, 375	201, 202, 203, 302	256, 259, 260, 261, 262, 317, 353, 363, 364, 366, 375	301, 303	256, 259, 260, 261, 262, 317, 353, 363, 364, 366, 375	301, 303
2 p.m.	256, 259, 260, 261, 262, 317, 353, 363, 364, 366, 375	301, 303	301, 303	201, 202, 203, 302	Closed	Closed
4 p.m.	301, 303	256, 259, 260, 261, 262, 317, 353, 363, 364, 366, 375	301, 303	256, 259, 260, 261, 262, 317, 353, 363, 364, 366, 375	Closed	Closed
6 p.m.	201, 202, 203, 302	301, 303	256, 259, 260, 261, 262, 317, 353, 363, 364, 366, 375	301, 303	Closed	Closed