



**TO:** Chief Executive Officers  
Chief Business Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Academic Senate for the California Community Colleges

**FROM:** Rebecca Ruan-O'Shaughnessy  
Vice Chancellor, Office of Equitable Student Learning, Experience & Impact

**RE:** Student Orientation Requirements

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This memo provides information about the updated requirements for student orientation, including those stemming from several recent pieces of legislation. Orientation is a critical component of Guided Pathways and is essential for equitable and successful student experience. Orientation provides an opportunity for students to learn about on- and off-campus resources to meet both their shared and unique needs.

### **Orientation Requirements**

As defined in [CCR §55521](#), orientation is “a process that acquaints students and potential students with, at a minimum, college programs, student support services, facilities and grounds, academic expectations, institutional procedures, and other appropriate information.”

More specifically, [CCR §55521](#) requires that each college provide all students with information on a timely basis, as determined by the college, regarding policies, procedures, and information, including but not limited to:

- 1.** Academic expectations and progress and probation standards pursuant to section 55031;
- 2.** Maintaining registration priority pursuant to section 58108;
- 3.** Prerequisite or co-requisite challenge process pursuant to section 55003;
- 4.** Maintaining Board of Governors Fee Waiver eligibility pursuant to section 58612;
- 5.** Description of available programs, support services, financial aid assistance, and campus facilities, and how they can be accessed;
- 6.** Academic calendar and important timelines;
- 7.** Registration and college fees;

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8. Available education planning services; and
9. Other issues, policies, and procedures the college determines as necessary to provide a comprehensive orientation to students.

### **Orientation - Basic Needs Resources**

[Assembly Bill 2881](#) requires colleges to provide a document as part of campus orientation, in either electronic format or paper form, to all students that clearly lists all on- and off-campus basic needs services and resources that includes, but is not limited to, the following:

1. Information and specific student eligibility requirements for:
  - CalFresh
  - The California Earned Income Tax Credit (CalEITC)
  - The Young Child Tax Credit (YCTC); and
  - The California Special Supplemental Food Program for Women, Infants, and Children (WIC)
2. The description of any other basic need service or resource;
3. The location of where the basic need service or resource is provided;
4. The point of contact for the basic need service or resource, including a name, telephone number, and email address; and
5. Any eligibility restrictions on accessing the basic need service or resource.

Colleges are encouraged to include among these services and resources those specifically available for former foster youth, justice-impacted students, veterans, undocumented students, students living with disabilities, and students experiencing homelessness.

### **Orientation - Sexual Violence and Harassment Resources**

[Assembly Bill 2683](#) requires colleges, in collaboration with campus-based and community-based victim advocacy organizations, to provide as part of established campus orientations, educational and preventive information about sexual violence to students.

1. Common facts and myths about the causes of sexual violence and sexual harassment;
2. What constitutes sexual violence and sexual harassment, including information on how to file internal administrative complaints with the institution of higher education and how to file criminal charges with local law enforcement officials;

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- 3.** The availability of, and contact information for, campus and community resources for students who are victims of sexual violence and sexual harassment;
- 4.** Methods of encouraging peer support for victims and the imposition of sanctions on offenders; and
- 5.** Information regarding campus, criminal, and civil consequences of committing acts of sexual violence and sexual harassment.

For questions regarding this memo, please contact Kathleen Kouklis at [kkouklis@cccco.edu](mailto:kkouklis@cccco.edu).

cc: Aisha Lowe, Executive Vice Chancellor  
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