



ACADEMIC ALERT #2006-05

DATE: May 2006
DECISION: College of Arts and Sciences (CAS) and
College of Management and Business (CMB)

“Fast Forward” Orientation Session: Addition of a required orientation session called “Fast Forward” for all applicants to the ABS, HCL, BSM and BSMIS accelerated degree completion programs.

Before attending the first class session of any accelerated degree completion program all students are required to attend an enhanced orientation session called “Fast Forward.” The session will introduce students to learning expectations of adult accelerated programs, assess their academic skills, and provide a foundation for the use of web enhanced instructional resources. In addition, the session will lay the foundation for developing an individualized degree plan to be completed with an academic advisor, ideally within the first term.

Rationale This enhanced orientation session, “Fast Forward,” has been designed to: increase retention and persistence to graduation (not simply program completion); improve communication with new students; provide much needed early academic and financial advising; and provide coherent support services.

Senate Academic Planning Committee Approval: Not Applicable as Determined by SAPC

Program Authorizations: All of the programs, ABS, BSM, BSMIS, and HCL are authorized in NLU’s home campus regions in Illinois: Chicago, North Suburban, West Suburban and South Metropolitan, and online. In addition:

- ABS is authorized in Fox Valley and Western regions in IL.
- BSM is authorized in Fox Valley and Western regions in IL and outside of IL in McLean, VA, Washington D.C., in Maryland on AAFB for military and civilians employed full time on AAFB, and online.
- BSMIS is authorized outside of IL in McLean, VA, Washington D.C., in Maryland on AAFB for military and civilians employed full time on AAFB, and online.
- **BSMIS is NOT approved in Fox Valley**
- HCL is authorized in Fox Valley in IL and outside of IL in Florida in approved locations.

IMPLEMENTATION DATE: The “Fast Forward” Orientation Session is required for any student who begins an accelerated degree completion program (ABS, BSM, BSMIS, HCL) in authorized Illinois regions starting August 1, 2006 or later. The “Fast Forward” Orientation Session is required for any student who begins an accelerated degree completion program (BSM, BSMIS, HCL) online or in authorized areas out-of-Illinois starting January 1, 2007 or later.

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SIGNATURE

Carol R. Melnick, Ph.D.
Vice Provost

Description of “Fast Forward” Orientation Session

All students starting a degree completion program— Applied Behavioral Sciences (ABS), Health Care Leadership (HCL), Bachelor of Science in management (BSM), and Bachelor of Science in Management Information Systems (BSMIS)— are now required to attend a full “Fast Forward” Orientation Session. The session includes the following: an orientation and overview of the university; information on student services, financial aid, general education requirements, and prior learning credit; discussion of a study plan; a WebCT demonstration; a library training session; and an assessment. During the session, students will be provided with information on how to make an appointment with an advisor to develop and sign a personal undergraduate degree plan. Additionally, all students will complete the requirements for an information literacy online course offered by the Library.

Students will be given a writing assessment. As a result of this assessment, students will be placed into one of three categories: satisfactory; writing assistance required in CAD; or writing assistance required through ACL 200 Strategies for Effective Writing. Students who are required to seek assistance either through CAD or a course (at no cost), must successfully complete this requirement (a passing score through CAD; or a passing grade in a course) in order to continue in term two. Students who do not demonstrate the necessary skills during assessment are required to participate in all aspects of CAD tutoring or a designated course during Term I (while taking courses in the degree completion program). Students who decline tutoring or taking a course will be administratively withdrawn from the university.

Implementation

Students’ participation in Fast Forward will be tracked in Banner.

Enrollment Management and Marketing will communicate the requirements and benefits of the “Fast Forward” Orientation Session via a letter in a packet of materials, and develop a new program sheet detailing “Fast Forward.”

The “Fast Forward” orientation session requirement will be added to the appropriate sections of the 2006-2007 Catalog.

The NLU Transfer Guide Web Pages must be updated by the Office of the Provost in conjunction with the NLU Webmaster to include information about the required “Fast Forward” Orientation Session. Transfer advisors in all community colleges with which NLU has an articulation agreement (for ABS, BSM, BSMIS, HCL), need to be informed of the newly required “Fast Forward” Orientation Session.

The “Fast Forward” orientation session requirement will be available for all on-campus undergraduate students in traditional 10-week programs no later than August 1, 2007.