Procedures for Scheduling Student Travel Orientation for Overnight Trips

Students, advisors, faculty, coaches, and any other responsible party traveling overnight with Collin College students for academic, athletic, or student organization events or activities must attend Student Travel Orientation. Whether the event is local or cross-country, if the group is staying in some sort of lodging (e.g. hotel, dorms on campus, etc.), Student Travel Orientation is required for all participants.

As soon as the group obtains Collin College administrative approval to participate in an event or activity, it is imperative that the group leader follows the steps outlined below. All participants must attend Student Travel Orientation once per academic calendar year (September 1st - August 31st).

**Inclement Weather Procedures:** Because weather can be an issue in Texas throughout the academic year, it is essential that advisors have liability waivers and access to all student and college personnel contact information a few days prior to the trip. If Collin College is closed, due to inclement weather, please contact the appropriate administrator [Dean of Students Office (student travel) or your academic dean (academic travel)] to ascertain whether the group will be allowed to attend the scheduled event.

**Step 1: Survey the group:**

- **NOTE:** Student Travel Orientation meetings are only offered during normal business hours (i.e., Monday through Friday 8 a.m. – 5 p.m.).
- Discuss possible Student Travel Orientation meeting dates and times with the group.
- **NOTE:** In order to accommodate a group that needs an orientation meeting held at a specific date and time, it is imperative that the group leader contacts the Dean of Students (DOS) Office at least two (2) weeks prior to departure for availability.
- All participants will be expected to attend the designated orientation. However, if the group is large, the Dean of Students (DOS) Office will host one (1) additional orientation meeting for the group, if needed.
- **In accordance with Collin College Board policy, students, advisors, faculty, etc. who have not completed the required Student Travel Orientation meeting a minimum of three (3) academic calendar days (not including weekends) prior to their departure date will not be permitted to travel.**
Specific questions related to the group's trip often arise during Student Travel Orientation meetings. Since the DOS Office is not privy to a group's specific travel plans, it is imperative to have the group leader (i.e. a faculty member, advisor, or student organization officer) present to answer questions at each orientation.

**Step 2: Contact the DOS Office to schedule student travel orientation:**

- CPC: Sonia Castillo, x6770 or scastillocollin.edu
- PRC: Amy Throop, x5667 or athroop@collin.edu
- SCC: Mary Eldridge, x1595 or meldridge@collin.edu
- CHEC: Karla Tombaugh, x5604 or ktombaugh@collin.edu
- Generic DOS e-mail: dos@collin.edu

**Step 3: Confirmation of travel meeting:**

- Once the appointment has been finalized, a DOS representative will send an e-mail notification confirming the date, time, and location of the Student Orientation Travel meeting.

**Step 4: Notify the group of the upcoming Student Travel Orientation meeting:**

- Designate a responsible person from the group to contact all participants and let them know the meeting date, time, and location.
- Stress to participants that they **must** be present at the Student Travel Orientation meeting in order to travel on behalf of Collin College.
- Reiterate to participants the importance of being on time. **Once the orientation meeting begins, late arrivals will not be permitted to attend, regardless of reason.**
- Consider sending a final reminder notice to the group **one day prior** to the orientation meeting.

**Items to remember:**

- Students and advisors who do not complete the required Student Travel Orientation meeting will not be allowed to attend the overnight event or activity – **no exceptions.**
- Students and advisors must attend a Student Travel Orientation meeting once every academic calendar year (i.e., September 1\textsuperscript{st} – August 31\textsuperscript{st}). **NOTE:** Even if an individual is traveling with multiple groups over the course of an academic year, they only need to attend one orientation meeting.