

June 4, 2013

Dear HEO Colleagues:

The College is expecting approximately 2,500 incoming students to participate in the upcoming two-day New Student Orientation (NSO) programs. The feedback we received from students who participated in this past summer's NSO programs was overwhelmingly positive. Specifically, students appreciated the opportunities provided to them to interact with staff during various parts of the program. We also heard from staff members who have volunteered previously that they enjoyed the opportunity to interact with the new students.

We write at this time to invite you to participate in NSO again. The sessions for Summer 2013 will be occurring on the following dates:

- June 12 and June 13 (Wednesday and Thursday)
- July 1 and July 2 (Monday and Tuesday)
- July 10 and July 11 (Wednesday and Thursday)
- July 15 and July 16 (Monday and Tuesday)
- July 24 and July 25 (Wednesday and Thursday)
- July 30 and July 31 (Tuesday and Wednesday)
- August 7 and August 8 (Wednesday and Thursday)
- August 15 and August 16 (Thursday and Friday)
- August 22 and August 23 (Thursday and Friday)

There are a variety of activities in which your involvement is needed on both days of the Orientation, including: The check-in process for new students when they arrive at the NSO; interacting with students during lunch; and guiding students during the registration process. Please see below for more details regarding designated times and specific information regarding each of these activities at the NSO:

Assistants for Check-In

Volunteers are needed to help welcome students to CSI. Volunteers also work with an Orientation Leader to assist with checking-in new students at the NSO.

Assistants for Lunch

Volunteers are needed to engage and interact with students during lunch and answer questions they may have. Volunteers also help with traffic flow when students arrive on-site and assist with overseeing lunch distribution.

Advisement Supplemental Staff

Volunteers are needed to help students navigate through their Advisement Worksheets and to assist students with the online scheduling of courses using CUNY First. Volunteers also act as a liaison between the students and the professional advisement staff. Volunteers will be contacted for training, if needed.

On Day One of Each NSO:

(June 12, July 1, July 10, July 15, July 24, July 30, August 7, August 15, August 22)

Time	Position	Volunteers Needed
8:00am–9:10am	Assistants for Check-In	10
12:00pm –1:00pm	Assistants for Lunch	4

On Day Two of Each NSO:

(June 13, July 2, July 11, July 16, July 25, July 31, August 8, August 16, August 23)

10:45am – 1:15pm	Advisement Supplemental Staff	20
12:30pm –1:30pm	Assistants for Lunch	4
1:10pm – 2:10pm	Assistants for Lunch	4
3:10pm – 5:40pm	Advisement Supplemental Staff	20

Please consult with your supervisor regarding the dates and times of the NSO activities. You may identify specific activities and dates during which you would be interested in assisting in the NSO. You may forward your preferences to Vicki Lehrer, New Student Orientation at Vicki.Lehrer@csi.cuny.edu by **June 10th** at 5pm. If you have any questions regarding the assignments, the dates, or the NSO program, please do not hesitate to contact Kafele J. Khalfani, Director, New Student Orientation/CLUE & Residence Life, at Kafele.Khalfani@csi.cuny.edu.

Thank you for your participation.

Sincerely,

A. Ramona Brown, EdD
Vice President for Student Affairs