

Pre-Orientation Advising Meetings & Campaigns

Process Document | Spring 2026

Outreach

- Advisors should manage their outreach to students via Navigate360 Appointment Campaign
 - Please use the *00 Orientation (Pre-Orientation Advising)* Service in the *Advising* Care Unit.
 - Campaign launch date should be **December 1, 2025**
- Please see the *Launching a Pre-Orientation Appt Campaign.pdf* and *Add Students to a Launched Campaign.pdf* user guides for additional guidance

Timeline

Orientation Dates	Student Group	Nudge 1	Nudge 2	Nudge 3	Nudge 4	Nudge 5	Nudge 6	Scheduling Window
F, 1/9/2026	T/A & FTF	M, 12/8/2025	R, 12/11/2025	M, 12/15/2025	M, 12/29/2025	F, 1/2/26	M, 1/5/26	12/15/25 – 12/23/25, 1/2/26 – 1/8/26,

Please Note

- Advising units will pull their own orientation lists from VZ as desired.
 - Students may register for an Orientation session 48 hours prior to that session. Please pull a list within that 48-hour window and add students to Campaigns
 - NSFP recommends pulling a list the morning of Orientation for final Learning Support updates
- Advisors will contact incoming Orientation students approximately two (2) weeks in advance of each Orientation session. This varies slightly in Spring due to the winter campus closure
- Advisors will meet with students to help them register for Spring courses in-person, over the phone, or virtually on Zoom.
 - Emailing Spring schedules to students is not sufficient.
- Students should leave pre-orientation advising appointments fully enrolled unless there are unmanaged holds preventing registration.

Learning Support

- LS-R and “No Test” students will be included in the Colleges’ VZ Orientation Reports
 - The “Learning Support Imported” column will indicate current placement or testing requirements
 - Placement is updated weekly (by noon on Monday’s).
 - On Orientation weeks, updates take place more often (sometimes daily) with updates to VZ by noon.
 - Please see the *Learning Support VZ Report Filters.pdf* for additional guidance
- For the purposes of schedule adjustments, professional Advisors may call the Registrar’s Office directly at 9-5584 during Orientation days for assistance dropping an LS section

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Nudges

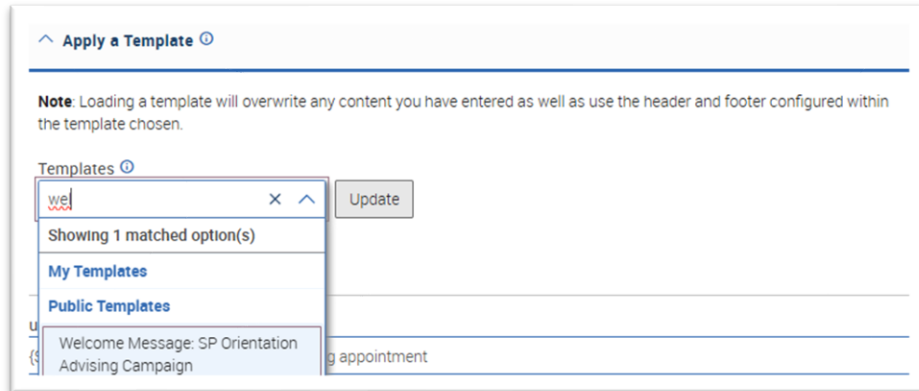
Please use the Nudge drafts as preferred, based on the way the Campaign(s) are set up. You may edit them as desired. The OEDAA has created the campaign messages as *Email Templates* in Navigate360 for you to automatically apply. When building your campaign, under *Apply a Template*, select the following *Template Name* from the dropdown. Under *Public Templates*, click *Update* to apply the nudge:

Welcome Message - December

- Welcome Message: SP Orientation Advising Campaign

Nudges

- Nudge 1: SP Orientation Advising Campaign
- Nudge 2: SP Orientation Advising Campaign
- Nudge 3: SP Orientation Advising Campaign
- Nudge 4: SP Orientation Advising Campaign
- Nudge 5: SP Orientation Advising Campaign
- Nudge 6: SP Orientation Advising Campaign



Success Message

- Success Message: SP Orientation Advising Campaign

Remember, students are not able to register for an Orientation session less than 48 hours prior to that Orientation. Please pull a final Orientation list 48 hours in advance, add students to the appropriate Campaign, and ensure that the *Welcome Message* goes out that day (please see the *Add Students to a Launched Campaign.pdf* user guide for additional guidance).