



## SCHEDULE & GENERAL INFORMATION FOR NEW SCHOOL ORIENTATION

Below is the schedule for New School Orientation Sessions held by the State Council of Higher Education for Virginia (SCHEV). Participation in an orientation session is the first step and an important part of the application process for entities seeking certification to operate a postsecondary institution in Virginia. Each institution is required to have one participant (preferably a compliance officer or the person responsible for preparing the certification application) attend the orientation. At the institution's discretion, an observer may accompany the participant to the orientation. Please note that the observers will not be able to actively participate in discussions nor the question and answer segment of the training. However, all observers are required to pay a non-refundable fee of \$150.00 to attend. All sessions will be held at 101 N. 14<sup>th</sup> Street, 9<sup>th</sup> Floor, James Monroe Building, Richmond, VA from 1:00pm until 4:00pm. If you have any questions, contact Sandra Freeman at 804-225-3862.

### Registration Form

The fee and registration form are due no later than one month in advance of the scheduled session. Please visit our website to print a registration form and submit it as soon as possible. Seating is limited and filled on a space-available basis. Meeting the one month submission deadline **will not always** guarantee a spot at the orientation session, should that be the case, you will be notified accordingly and your registration will be rescheduled.

### Registration Fee

There is a non-refundable fee of \$150.00 per participant and observer (CASH AND PERSONAL CHECKS NOT ACCEPTED) to attend the orientation session. Your fee must accompany your registration form.

### Email Confirmation & Parking Information

A confirmation email will be sent upon receipt of your registration form; and a courtesy reminder email will be sent about ten days prior to the scheduled session.

If you provided your vehicle identification information to us, a parking permit will be mailed to you a week in advance of the scheduled session.

### Cancellations

In the event of an emergency, you may cancel your registration or another school representative may attend in your place. You must notify us three (3) business days prior to the scheduled session.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday	January 10, 2017	1:00PM	SCHEV, 9 <sup>th</sup> Floor Conference Room
Tuesday	February 21, 2017	1:00PM	SCHEV, 9 <sup>th</sup> Floor Conference Room
Tuesday	April 4, 2017	1:00PM	SCHEV, 9 <sup>th</sup> Floor Conference Room
Tuesday	May 16, 2017	1:00PM	SCHEV, 9 <sup>th</sup> Floor Conference Room
Tuesday	June 27, 2017	1:00PM	SCHEV, 9 <sup>th</sup> Floor Conference Room
Tuesday	August 8, 2017	1:00PM	SCHEV, 9 <sup>th</sup> Floor Conference Room
Tuesday	September 19, 2017	1:00PM	SCHEV, 9 <sup>th</sup> Floor Conference Room
Tuesday	October 30, 2017	1:00PM	SCHEV, 9 <sup>th</sup> Floor Conference Room
Tuesday	December 12, 2017	1:00PM	SCHEV, 9 <sup>th</sup> Floor Conference Room