



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. **Orientation sessions for vocational/career-technical schools will be held at 09:30 am and sessions for degree-granting institutions will be held at 1:00 pm.** All sessions will be held in the SCHEV conference room at 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, Virginia. If you have any questions, contact Sandra Freeman at 804-225-3862.

Registration Form

The non-refundable fee and registration form are due no later than one month in advance of the scheduled session. Please submit your registration as soon as possible, seating is limited and done on a first-come, first-served 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

An email confirming your attendance will be sent upon receipt of your registration form and a reminder email will be sent out ten (10) 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 23, 2018	9:30 AM or 1:00PM	SCHEV, 9 th Floor Conference Room
Tuesday	March 6, 2018	9:30 AM or 1:00PM	SCHEV, 9 th Floor Conference Room
Tuesday	April 17, 2018	9:30 AM or 1:00PM	SCHEV, 9 th Floor Conference Room
Tuesday	May 29, 2018	9:30 AM or 1:00PM	SCHEV, 9 th Floor Conference Room
Tuesday	July 10, 2018	9:30 AM or 1:00PM	SCHEV, 9 th Floor Conference Room
Tuesday	August 21, 2018	9:30 AM or 1:00PM	SCHEV, 9 th Floor Conference Room
Tuesday	October 2, 2018	9:30 AM or 1:00PM	SCHEV, 9 th Floor Conference Room
Tuesday	November 13, 2018	9:30 AM or 1:00PM	SCHEV, 9 th Floor Conference Room