

Lesson Plan – Registration Day Orientation

College: Discovery Community College

Facilitator(s): [Insert Names]

Date: [Insert Date]

Duration: ~3–4 hours

1. Objectives

By the end of this session, students will:

- Meet faculty, staff, and classmates.
 - Understand key college policies (attendance, refunds, conduct, etc.).
 - Be familiar with where to find college policies and international student resources on the website. [Consumer Information - Discovery Community College](#)
 - Be familiar with the program curriculum and student handbook.
 - Ensure all administrative files and requirements are complete.
 - Successfully set up devices and access online learning tools.
 - Practice joining a virtual/online class session.
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2. Materials/Resources Needed

- Student handbook (printed or digital)
 - Program curriculum outlines
 - Refund and attendance policies (handouts/slides)
 - Projector/whiteboard
 - Student devices (laptops/tablets/phones)
 - Wi-Fi access information
 - Checklists for file completion
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3. Lesson Outline / Activities

Reg day Lesson Plan

Time	Activity	Method	Notes
15 min	Welcome & Introductions	Facilitator-led introductions; students introduce themselves	Icebreaker activity optional
20 min	Program Overview & Curriculum	Presentation/discussion	Walk through course structure, key dates
30 min	Policies, Handbook Review & Where to Find Policies and International Student Resources on the Website	Guided reading, live demo and Q&A	Attendance, refunds, conduct, grading, international student resources
15 min	Break	—	Informal student-faculty interactions
30 min	Administrative Completion	Individual file check, support	Ensure documents are signed/complete
30 min	Device Check & Setup	Hands-on activity	Email setup, access to LMS/portals
20 min	Joining Classes Demo	Live demo + student practice	Each student joins a mock online session
15 min	Refresher / Q&A Session	Open discussion	Answer questions, clarify doubts
10 min	Wrap-Up	Summary + next steps	Provide contact info and reminders

4. Assessment/Evaluation

- Students successfully log into devices and join a demo class.
- Completed student files checklist.
- Student participation in Q&A confirms understanding of policies and curriculum.

5. Follow-up

- Provide digital copies of all handouts.
- Encourage students to review the handbook before classes begin.
- Ensure IT support available for those with device difficulties.