***Mass Check in SOP for New Students (2018-08-03)***

|  |  |
| --- | --- |
| Procedure | Responsible parties |
| AS | SL | SH |
| New students arrive at Alumni Avenue under the bridge |  |  |  |
| Welcoming* Welcomed by CKPC student leaders and guided to CKPC library;
* Student leaders take parents to G015 to wait and rest;
* Student leaders return to the welcoming location under the bridge
 |  | ✓ |  |
| Checking-in (at CKPC library)* Verify new student’s identification documents;
* Check UM offer letter of admission (if possible);
* Find the new student's pre-assigned room or assign one on the spot. Update the information on computer system
* Find key card and student ID card. Hand only the student ID card to new student;
* New student submits one 1.5” photo;
* Staff or helpers explain mass Move-in form (pink form), room checklist and health questionnaire;
* New student signs all three forms
 | ✓ |  | ✓ |
| Transition* Staff or helpers hand all three forms and room key card to a student leader who is standing by the counter;
* Student leaders take new students to G015 and find the corresponding RT/RA for the new student;
	+ If corresponding RT/RA is not available, other RT/RA will replace the spot;
* Student leaders return to library for next round
 | ✓ | ✓ | ✓ |
| At G015* SL from library introduce the newcomer to all at the entrance. And all RT/RAs give a hail to him/her.
* Front desk student leaders give welcome pack (T-shirt, booklet) to new student;
* RT/RA takes 2 photos with the new student (one individual and one with RT/RA);
	+ For replacement RT/RA, take 1 individual photo only;
* RT/RA takes the new student to his/her room for room checking (family members can go with them or wait at G015);
* On the way, RT/RA briefly introduces college facilities (laundry room, pantry, gym room, dining hall, etc).
 |  | ✓ |  |
| Room checking * Give room key card to new student;
* If room needs fixing (not urgent), fill in the room checklist form for fixing later;
* If room needs urgent fixing, student leader informs CKPC Office
 |  | ✓ |  |
| Student leaders return all three forms to staff or student helpers in the library \* (note 2) | ✓ | ✓ | ✓ |
| Check-in procedure completes |  |  |  |

Note:

1) AS: admin staff; SL: student leaders; SH: student helpers

2) Any unreturned forms will be the responsibility of the assigned RT/RA, irrespective of the RT/RA who takes care of the students during the check-in procedure