I. Overview

Titan Takeoff (TTO) serves as our academic advisement, registration, and summer orientation program for incoming new freshman and their families. During the summer of 2020, this program was offered virtually. Most of the content was shifted to delivery via online pre-advising and orientation courses. We did try to replicate some of the contact that students have with peer leaders and other new students during their virtual session just prior to their 1:1 advising and registration session with an academic advisor.

Some of the issues that the students or we encountered are:

- Technology: connectivity, lack of access to a computer, tablet, phone, etc or at least one that was reliable
- Students didn't “show” for their virtual advising appointment or decided to take their appointment in environments not well suited for advising, such as in the car while on their way to vacation
- Students did not get to connect to other new students and campus, which led to a lack of sense of belonging and connected to UWO
- All of the UARC advisors and SSS advisors were offline for continuing and new incoming transfer students during TTO, which causes a backlog and delays their ability to select and register for courses in a timely manner.

It is important that we address these issues as we look to the 2021 TTO program and the impact that this may have on enrollment. Providing a hybrid in-person and virtual experience will help to address most of these issues.

II. Applicability:

This policy would apply to all new incoming freshman to the Oshkosh campus admitted for the Summer or Fall 2021 semester. This policy would also affect all faculty and staff involved in Titan Takeoff.
III. Procedure: Moderate Alert Protections in Place

Titan Takeoff will be offered as a hybrid experience, where students attend in-person for their "orientation sessions" but participate in their advising and registration process virtually (as they did last summer) as part of the program. This addresses the issue related to technology and lack of access, as we will providing the technology (computers, wifi, etc) and will be there in-person to troubleshoot. This also solves the issue of environment selection for their advising experience. Students skipping the advising appointment would likely be much less because they would have an actual program to attend, not "just an hour meeting" online. The in-person experience provides the opportunity for students to actually meet other new students, be on campus, and help address some of the fatigue that is happening with everything being offered and provided through a computer screen.

TTO would be offered in half-day sessions, see below for a sample schedule. Some days, two sessions would be offered, while others would offer only a morning or afternoon option. The half-day option also makes it more accessible to families that work 2nd or 3rd shift, as they would more than likely not need to take time off of work to attend. If the in-person program is unable to happen due to COVID related changes or if a student is in quarantine or isolation, they would attend the entire TTO day virtually with sessions being streamed in real time.

Raise the current cap of 50 participants to 67 (32 students, 32 guests and up to 3 staff/presenters present in the room) to facilitate a hybrid In-Person/Virtual Summer 2021 Titan Takeoff.

Due to space available on campus and COVID related capacity, there would be 32 students in each session. Each student would be allowed to bring one guest with them. There would be two advising and registration blocks per session with 16 students each. This also frees up 8 appointments per day that advisors can schedule to meet with continuing or transfer students, which also allows for the new transfer students to move through the pipeline more efficiently. In previous years, TTO has taken all of the advisors offline for each TTO date and the lack of ability to meet with continuing and transfer students has been shared as a concern.

The proposed session dates are:

- May 19, 20, 21, 24, 25, 26, 27, 28
- June 1, 2, 3, 4, 14, 15, 17, 18, 21, 22, 24, 25, 28, 29, 30 *Steam Plant shutdown is the week of June 7
- August 2, 4, 5, 6, 10, 12, 16, 18, 20, 24, 26
- September 1 (last call)

Sample program schedule:

Morning sessions...
7:45am - Check-in
8:15am - Welcome
8:20am - General session (students and families)
9:10am - Students and families split
9:25am - Family only session begins
9:25-10:25am - Students (advising & registration or orientation session)
10:40 - 11:40am - Students (advising & registration or orientation session)

Afternoon sessions...
12:20pm - Check-in
12:50pm - Welcome
12:55pm - General session (students and families)
1:45pm - Students and families split
2pm - Family only session begins
2-3pm - Students (advising & registration or orientation session)
3:15pm - 4:15pm - Students (advising & registration or orientation session)

**Program location:**
Reeve Memorial Union
Reeve Union would take the following precautionary procedures to ensure safety for all who attend or participate in gatherings during Titan Takeoff.

- Seating will be provided with adequate distancing between guests that are from different households.
- Provide staff to clean and disinfect tables/chairs prior to each use.
- Provide additional cleaning supplies for host to clean as needed throughout the event/gathering.
- Provide common area hand sanitizer (sponsor/New Student and Family Programs) expected to ensure hand sanitizer is available for guests).
- Ensure toilet rooms and common areas are clean and disinfected on a routine basis. Sponsor should ensure that guests are notified of the closest restroom and access to hand washing facilities.
- Provide cleaning supplies to allow presenters to clean AV equipment between users.
- Provide custodial, operational and AV staff to respond to on-site needs.
- All meeting spaces have signage indicating face masks are required. The sponsor is responsible for communicating & enforcing that requirement. Sponsor should also have masks available for guests who may need to have one.

**Main areas of usage:**

Check-In: Reeve Union Involvement Center
ID cards: Titan Central
Large group sessions for students and guests: 227BC
Student advising and registration: 212

IV. Procedure Modifications: Very High Alert
All components of TTO would be moved online.

V. Procedure Modifications: High Alert

VI. Procedure Modifications: Low Alert

VII. Guidance Documents/Policy Links:
- UW Oshkosh COVID-19 Guidelines: https://uwosh.edu/titans-return/

VIII. Templates/Forms:

IX. Definitions

X. Revision History:
Created: 1/22/2021
Revised/Reviewed: [Date]