

**State University System  
Florida Board of Governors  
Request to Increase an Existing Fee - Regulation 7.003(2)(a)-(k)**

**University: Florida Atlantic University**

Date	
University Board of Trustees approval date:	November 15, 2012
Proposed fall implementation date (year):	Fall 2013
Description	
Fee to be increased:	Orientation Fee
Amount of current fee:	\$35.00
Incremental increase to current fee:	\$15.00
Amount of new fee:	\$50.00
Fee Approval Process	
Describe the process used to determine the need for the increase, including any student involvement:	
<p>Conversation occurred with Student Government through the Student Body President regarding the need to enhance new student orientation through hiring additional peer advisors, facility costs, development and printing of orientation materials, and student assistant salaries.</p>	
Current Service / Operation	
Explain the service or operation currently being funded by this fee. What steps, if any, could or have been taken to become more efficient in an effort to alleviate the need for any increase in the fee?	
<ul style="list-style-type: none"> <li>• Development and printing of Student Orientation/Resource Guide</li> <li>• Peer Advisors' training workshops</li> <li>• Peer Advisor uniforms</li> <li>• Orientation website maintenance</li> <li>• Orientation bags, supplies, lanyards, pens, etc</li> <li>• Student Assistants' salaries</li> <li>• Postage, signage, name tags, etc</li> </ul>	
Expanded Service / Operation	

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Identify the additional or enhanced service or operation to be implemented with the increase and whether other resources were considered to meet this need:

- Enhanced Student Orientation/Resource Guide
- Hiring additional student workers
- Hiring additional peer advisors

**Impact to Student**

Describe the financial impact to the typical student, including those with financial need:  
The orientation fee is a one-time fee that students pay prior to enrolling at the university.

**Revenues / Expenditures**

Current annual revenue collected:	\$122,500
Incremental annual revenue to be collected:	\$52,000

Describe the current expenditures from revenue generated by this fee (attach operating budget expenditure form).

See Attached.

**Other Information**

**STATE UNIVERSITY SYSTEM OF FLORIDA**  
**Statement of Revenues, Expenditures, and Available Balances**  
**University: Florida Atlantic University**  
**Fiscal Year 2012-2013 and 2013-14**

**Fee Title: Orientation Fee**

	<sup>2</sup> Estimated Actual 2012-13 -----	Estimated 2013-14 -----
<b><u>Balance Forward from Prior Periods</u></b>		
Balance Forward	\$ -	\$ 4,550
Less: Prior-Year Encumbrances	-	-
Beginning Balance Available:	\$ -	\$ 4,550
<b><u>Receipts / Revenues</u></b>		
Fee Collections	\$ 227,500	345,000
Interest Revenue - Current Year	4,550	6,900
Interest Revenue - From Carryforward Balance	-	-
Total Receipts / Revenues:	\$ 232,050	\$ 351,900
<b><u>Expenditures</u></b>		
Salaries & Benefits	\$ 53,975	\$ 88,894
Other Personal Services	24,177	36,616
Expenses	149,348	219,489
Operating Capital Outlay	-	-
Student Financial Assistance	-	-
Expended From Carryforward Balance	-	-
<sup>1</sup> Other Category Expenditures:	-	-
Total Expenditures:	\$ 227,500	\$ 344,999
Ending Balance Available:	\$ 4,550	\$ 11,451

<sup>1</sup>Provide details for "Other Categories" used.

<sup>2</sup>Column not needed if a request for a new fee.

To be attached to new or increased fee requests or block tuition proposals.

For block tuition proposals only the incremental revenue should be reported.

**State University System  
Florida Board of Governors  
Request to Increase an Existing Fee - Regulation 7.003(2)(a)-(k)**

**University: Florida International University**

<b>Date</b>	
University Board of Trustees approval date:	<b>March 6, 2013</b>
Proposed fall implementation date (year):	<b>Fall 2013</b>
<b>Description</b>	
Fee to be increased:	Orientation Fee
Amount of current fee:	\$35.00
Incremental increase to current fee:	\$15.00
Amount of new fee:	\$50.00
<b>Fee Approval Process</b>	
<p>Describe the process used to determine the need for the increase, including any student involvement:</p> <p>The orientation program is an essential tool in meeting the strategic mission and goals at Florida International University. A complete review and assessment of current operational costs was completed. This assessment included student input for improving the program. It was determined that the orientation program must provide expanded and enhanced programmatic initiatives to meet the changing needs of our students and families.</p> <p>The maximum Student Orientation Fee has been capped at \$35.00, while inflation has increased 28% since 2002 and direct costs associated with providing orientation programs have increased throughout these years. In addition, with the increased enrollment numbers, the Orientation and Parent Programs office has had to expand the programmatic offerings which also cost more than what the current fee covers.</p> <p>The increased demand on the transitional program has led to additional costs to the Orientation and Parent Programs office. The office does charge students and parents for the direct cost of food and housing that is associated with the program. All additional costs are paid by the orientation fee that is collected.</p>	
<b>Current Service / Operation</b>	
<p>Explain the service or operation currently being funded by this fee. What steps, if any, could or have been taken to become more efficient in an effort to alleviate the need for any increase in the fee?</p> <p>Orientation participation is required for all new degree-seeking undergraduate students entering FIU as research shows that comprehensive orientation programs contribute to the success and retention of students.</p>	

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Orientation and Parent Programs offers two different orientation tracks based upon the students admit type.

Freshman Student Orientation- this is a mandatory two day overnight orientation. The program introduces all of the attendees to the various support services available on campus, as well as informs them of critical information such as curricular and co-curricular opportunities, campus policies, financial aid opportunities, campus safety/security, academic expectations as well as the initial registration, and a setting to meet and network with new and current students/faculty/staff. Academic advising and registration for their classes are part of the orientation process. Nonattendance at this orientation will prevent the student from enrolling for their courses at FIU.

Transfer Student Orientation- this is a one day orientation program that aids in a transfer students transition to FIU. The program provides vital information regarding financials, academic expectations, transfer equivalencies, advising, course registration, and rotating sessions that include various topics such as Campus Life, Career Services, Parking and Transportation, FIU Business Services, Housing, Veteran Services, and Student Health Services.

Parent and Family Orientation- parent and family members are strongly encouraged to participate in the orientation experience with their student in order to strengthen affinity and success along with setting desired expectations. Parent and family members who are in attendance receive vital information on transitional initiatives, support and resources at FIU.

During each orientation, regardless of track, students and family members have the opportunity to experience firsthand the variety of opportunities that students have to get involved with on campus during the Involvement and Resource Fair.

Over the past several years, session facilitation has grown from 15 freshman orientations to 21 in 2012. We also increased the number of transfer orientation sessions from 15 to 21 as well. These additional sessions have and will continue to result in increased facilities cost (i.e.: room rental, cleaning) and student labor costs, which still does not take into account inflation and increases in minimum wage laws, facilities cost, food cost, and material costs.

With the increase in the enrollment numbers as well as the total number of orientations offered, the operations of the department has grown significantly in terms of professional and staff support. Due to this demand, we have seen the addition of a Coordinator, an Assistant Director, and 7 staff support. This additional support is needed for a quality Orientation program.

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**Expanded Service / Operation**

Identify the additional or enhanced service or operation to be implemented with the increase and whether other resources were considered to meet this need:

The orientation program is a very important element for all new students who are transitioning to FIU. The program itself must be designed to meet evolving student and parental needs when it comes to academic, transitions and resources.

Although FIU has successfully run a quality orientation program, due to the increasing costs, we have been limited in expanding or improving the services to keep pace with our contemporary students and parent needs.

According to the assessment that was given to all of the orientation students, there was a common thread in improvement areas. The results showed: the need to continue current frequency of offerings, increase activities for the overnight stay, more interaction with Athletics, enhanced technology, and a user-friendly website.

- We are implementing the orientation student's access to the swimming pool during the overnight stay, which will require additional costs for lifeguards and support staff to be present.
- Also, in regard to the request to provide more interaction with Athletics, a portion of the orientation programming will include a tour of the football stadium, and additional activities in the stadium club. This, too, will require additional support staff and room rental fees, event setup fees, and custodial costs. According to our survey results, interaction with Athletics will increase the student's spirit and affinity for FIU.
- Students and parents also requested that the lecture style presentation regarding services and resources needs to include technology (ex. videos, interactive technology).
- The Orientation and Parent Programs website is not user-friendly; we will contract to overhaul the site. Although some of this is a one-time cost, the website will need to be managed and maintained with resources and information that is tailored to the changing needs of the students which will be a recurring cost.
- The Orientation and Parent Programs office will contract to create an online orientation for transfer students. The online Orientation session will include information to assist new students and their guests with an interactive campus tour and overview of university services and policies. The online sessions will cover: Financial Aid, Registration, Career Services, Campus Life, Transfer Equivalencies and graduation requirements. The implementation of the online orientation will allow us to better serve our transfer student population.

Increasing the orientation programming fee will allow FIU to expand upon the current services/programs to meet the important needs of our future students.

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**Impact to Student**

Describe the financial impact to the typical student, including those with financial need:

The requested \$15 increase will have minimal impact to the students as this is a one-time expense to new students. The total charge for orientation participation includes the orientation program fee (currently \$35.00) and designated direct costs based on student and family member program type.

Increasing the orientation program fee will cover the costs of office supplies, routine support operations, orientation leader/peer advisor training, development of new transition initiatives to include additional overnight activities, increased involvement with Athletics, increase the technological presentations, and an efficient Orientation and Parent Programs website. These new programmatic pieces will improve the students' personal success, retention, and affinity for FIU.

**Revenues / Expenditures**

Current annual revenue collected:

**\$308,420**

Incremental annual revenue to be collected:

**\$132,180**

Describe the current expenditures from revenue generated by this fee (attach operating budget expenditure form).

Current expenditures include professional staff salaries/benefits, peer advisors, professional development/training, supplies, room rentals, signage, parking/transportation, promotional materials, resource materials and general expenses such as postage and office supplies in addition to direct costs associated with overnight programs and meals.

**Other Information**

The University has, to date, accounted for both program and direct fees and expenses in the same department finance recorded for orientation therefore account records show all revenue expenses not just the program fee and program expenses. However, for illustrative purposes, only the orientation fee and related expenses are provided in the attached revenue/expense detail.

The orientation program overlaps the fiscal year with the peak of actual sessions occurring in June, July and August.

**STATE UNIVERSITY SYSTEM OF FLORIDA**  
**Statement of Revenues, Expenditures, and Available Balances**  
**University:**  
**Fiscal Year 2012-2013 and 2013-14**

**Fee Title:Orientation Fee**

	<sup>2</sup> Estimated Actual 2012-13 -----	Estimated 2013-14 -----
<b><u>Balance Forward from Prior Periods</u></b>		
Balance Forward		\$ -
Less: Prior-Year Encumbrances	-	-
Beginning Balance Available:	\$ -	\$ -
<b><u>Receipts / Revenues</u></b>		
Fee Collections	\$ 308,420	440,600
Interest Revenue - Current Year		
Interest Revenue - From Carryforward Ba	-	-
Total Receipts / Revenues:	\$ 308,420	\$ 440,600
<b><u>Expenditures</u></b>		
Salaries & Benefits	\$ 141,450	\$ 190,370
Other Personnel Services	79,266	84,605
Expenses	87,704	165,625
Operating Capital Outlay		-
Student Financial Assistance	-	-
Expended From Carryforward Balance	-	-
<sup>1</sup> Other Category Expenditures:	-	-
Total Expenditures:	\$ 308,420	\$ 440,600
Ending Balance Available:	\$ -	\$ -

<sup>1</sup>Provide details for "Other Categories" used.

<sup>2</sup>Column not needed if a request for a new fee.

To be attached to new or increased fee requests or block tuition proposals.

For block tuition proposals only the incremental revenue should be reported.

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**University:** Florida State University

<b>Date</b>	
University Board of Trustees approval date:	March 2, 2012
Proposed fall implementation date (year):	Spring 2014
<b>Description</b>	
Fee to be increased:	Orientation Program Fee
Amount of current fee:	\$35.00
Incremental increase to current fee:	\$15.00
Amount of new fee:	\$50.00
<b>Fee Approval Process</b>	
<p>Describe the process used to determine the need for the increase, including any student involvement:</p> <p>The maximum Student Orientation Fee has been capped at \$35.00. Professional literature provides evidence that a comprehensive orientation program designed to acclimate students and parents to the environment, services, policies, and expectations of the university experience contributes to student success (academic performance, satisfaction, level of engagement, reduced time taken for degree completion) and retention. FSU’s transition initiatives have expanded significantly over the past several years to meet the needs of the institution’s growing enrollment and expanding needs of constituents.</p> <p>These initiatives, including the orientation program, include significant student leadership involvement along with professional staff. Over time, costs (professional and peer staffing costs, materials and supplies, and other expenses) associated with providing orientation and transition programs have increased along with the needs of entering students and families. These programs are 100% supported by auxiliary fees and receive no funding by E&amp;G or other funding sources. Note that we are allowed to charge students and parents for the direct costs of food and housing associated with the program but all other costs must be absorbed by the orientation fee collected.</p>	
<b>Current Service / Operation</b>	
<p>Explain the service or operation currently being funded by this fee and what steps, if any, could or have been taken to become more efficient in an effort to alleviate the need for any increase.</p> <p>Orientation participation is required for all new degree-seeking undergraduate students who are entering the University. Participation is also strongly encouraged for family members of entering students. Professional literature in the field of student engagement, retention, and transition provides evidence that participation in a high impact student orientation program</p>	

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and supplemental transition initiatives and services are critical elements which support student retention and persistence.

During Orientation, students and parents receive information about the various support services available on campus, campus policies related to safety/student conduct, finances and academic expectations, meet other new students, meet current students/faculty/staff, and learn about the various opportunities available to students for academic enrichment. This is accomplished via large and small group interactions with various members of the university community. Students and parents also receive printed information to assist them in transitioning to the university. Additionally, as part of orientation, students meet with an academic advisor and register for classes.

In terms of operational efficiency, over time the growth of the orientation program and related transition programs have continued to be supported entirely by the orientation program fee auxiliary. This includes professional/paraprofessional staff salaries, peer staff stipends, and all program and service costs; no E&G or other funds are used. In 2009, the University discontinued its existing first-year seminar course (First Year Experience) which had been funded via E&G dollars due to institutional budget reductions. Increasing the orientation program fee will allow transition programs and services to return to previous levels as well as expand to meet the growing needs of new students and family members without impact to other areas of the institution's budget.

**Expanded Service / Operation**

Identify the additional or enhanced service or operation to be implemented with the increase and whether other resources were considered to meet this need:

The orientation program is one important element of a new undergraduate student's total transition experience at FSU. Transition programs and services must be collectively designed to increase student retention and success. However, an orientation program fee of \$35 does not keep pace with inflation of program costs or the needs of the institution's new community members. Adjusted for inflation, the program services that could be provided for \$35 in 1986 would now cost \$74.33 in 2013 (US Inflation Calculator <http://www.usinflationcalculator.com/>). As an example of inflation increases over the same timeframe, minimum wage has increased from \$3.35/hour to \$7.79/hour.

While inflation has increased costs associated with service delivery, FSU has successfully run efficient high quality programs using only orientation program fees to operate. This has worked well in most cases, but at times has resulted in the university having to reduce services (elimination of the First Year Experience program) or not expand/improve services and programming to keep pace with contemporary student and family needs. For example, the increasing enrollment of freshmen who are bringing more dual enrollment credit from high school and more STEM majors both can benefit from different types of support services

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to aid in a successful college transition. Increasing the orientation program fee will allow FSU to enhance current programming/services and further expand transition programming/services to meet current and future needs.

Specifically, the increased revenue will be used as follows:

- Increase resources available for orientation and the expenses of new transition programs (ex. special programming provided to out-of-state students, those with 30+ hours of academic credit from high school dual enrollment, on-line chats, and to meet increased materials/staffing costs associated with growing institutional enrollment and minimum wage changes),
- Increase professional staffing dedicated to new student programs and the needs of family members (benchmarked to other institutions of similar size, scope, and student population),
- Revise and reinstate an extended orientation seminar for new undergraduate students,
- Create limited orientation program fee waivers to assistant Pell Grant eligible students and family members in attending the required orientation program without financial hardship (similar waivers are already available at UF and UCF as those institutions also support areas of orientation programming with E&G funding).

**Impact to Student**

Describe the financial impact to the typical student, including those with financial need:

The orientation program fee is a one-time pre-matriculation expense for new students. The total charge for orientation participation includes the orientation program fee (currently \$35.00) and designated direct costs based on type of student/family member and program type.

The orientation program fee will cover the costs of professional/paraprofessional staffing, peer staffing, supplies/other program, and routine support operations. Additionally, the increase will allow for the reinstatement of an extended orientation seminar for new students, increased staffing, and development of new transition initiatives proven to support academic and personal success at the institution, including but not limited to persistence and successful degree completion. Increasing the fee will allow the above to be done without supplementing funding with E&G or other dollars.

**Revenues / Expenditures**

Current annual revenue collected:	Projected for 2013/14: Student Orientation Fees            \$269,500 Guest Orientation Fees                \$297,500 Food and Housing Costs                \$632,600
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Incremental annual revenue to be collected:	Revenue from fee increase            \$243,000  <p style="text-align: right;"><b>TOTAL REVENUE            \$1,442,600</b></p> See note 3 in <b>Other Information</b> below.
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Describe the current expenditures from revenue generated by this fee (attach operating budget expenditure form).

Total revenue (orientation fee, direct student orientation housing cost, direct student/family orientation meal costs) for the last fiscal year (2011/12) was \$1,311,172.31. When the revenue associated with direct student orientation housing costs and student/family orientation meal costs is disaggregated, the orientation program fee generated approximately \$567,000 for FY 2011/12. The total base program expenditures charged against this revenue include:

- Professional salaries and benefits
- OPS salaries (for peer leaders stipends)
- Postage and shipping
- Printing
- Office Supplies
- Staff uniforms and training
- Technology, computer support
- Overhead and insurance assessments
- Travel (training for peer leaders/national orientation program)

**Other Information**

Notes:

1. The University has, to date, accounted for both program and direct fees and expenses in the same department finance records for orientation therefore account records show all revenue and expenses not just the program fee and program expenses.
2. The orientation program overlaps the fiscal year with the peak of actual sessions occurring in May through August. The majority of revenue is collected prior to June 30 while most of the expense is paid out after July 1. This results in end of fiscal year balances that do not accurately represent the cash reserves for the fund. For example, the beginning balance for the 11/12 fiscal year was \$568,450.79 but after charges for food service and housing for the summer 2012 sessions posted the cash balance declined to \$75,158.00. Registration for summer 2013 sessions began in January 2013 and revenue for summer 2013 sessions started to be collected at that time.
3. The 2013/14 budget is based on the assumptions that the \$15 orientation fee increase is approved, undergraduate admission will hold relatively consistent, cost of housing and food costs will not increase, and the budget is for a full year.

**STATE UNIVERSITY SYSTEM OF FLORIDA**  
**Statement of Revenues, Expenditures, and Available Balances**  
**University:**  
**Fiscal Year 2012-2013 and 2013-14**

**Fee Title: Orientation Program Fee**

	<sup>2</sup> Estimated Actual 2012-13 <hr style="width: 10%; margin: auto;"/>	Estimated 2013-14 <hr style="width: 10%; margin: auto;"/>
<b><u>Balance Forward from Prior Periods</u></b>		
Balance Forward	\$ 601,990	\$ 724,645
Less: Prior-Year Encumbrances	8,082	9,000
Beginning Balance Available:	<hr style="width: 10%; margin: auto;"/> \$ 593,908	<hr style="width: 10%; margin: auto;"/> \$ 715,645
<b><u>Receipts / Revenues</u></b>		
Fee Collections	\$ 1,366,477	1,442,600
Interest Revenue - Current Year	13,602	14,810
Interest Revenue - From Carryforward Ba	-	-
Total Receipts / Revenues:	<hr style="width: 10%; margin: auto;"/> \$ 1,380,079	<hr style="width: 10%; margin: auto;"/> \$ 1,457,410
<b><u>Expenditures</u></b>		
Salaries & Benefits	\$ 175,000	\$ 230,000
Other Personal Services	172,000	220,000
Expenses	877,282	1,017,282
Operating Capital Outlay	-	-
Student Financial Assistance	-	30,000
Expended From Carryforward Balance	-	-
<sup>1</sup> Other Category Expenditures:	25,060	27,000
Total Expenditures:	<hr style="width: 10%; margin: auto;"/> \$ 1,249,342	<hr style="width: 10%; margin: auto;"/> \$ 1,524,282
<sup>3</sup> Ending Balance Available:	<hr style="width: 10%; margin: auto;"/> <hr style="width: 10%; margin: auto;"/> \$ 724,645	<hr style="width: 10%; margin: auto;"/> <hr style="width: 10%; margin: auto;"/> \$ 648,773

<sup>1</sup>Overhead Assessment Inter-Fund.

<sup>2</sup>Column not needed if a request for a new fee.

<sup>3</sup>Orientation continues beyond fiscal yr. through Aug. creating large balance forward for remaining expenditures

<sup>4</sup>2013-14 reflects add'l revenue from fee increase starting with Spring 2014

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Request to Increase an Existing Fee - Regulation 7.003(2)(a)-(k)**

**University: University of Central Florida**

<b>Date</b>	
University Board of Trustees approval date:	<b>January 31, 2013</b>
Proposed fall implementation date (year):	<b>2013-2014</b>
<b>Description</b>	
Fee to be increased:	Orientation Program Fee
Amount of current fee:	\$ 35
Incremental increase to current fee:	\$ 15
Amount of new fee:	\$ 50
<b>Fee Approval Process</b>	
Describe the process used to determine the need for the increase, including any student involvement:	
<p>Florida Statute 1009.24 (14)(b) has set the maximum Orientation Program Fee at \$35.00. The University of Central Florida requests to increase the maximum allowable orientation fee from \$35.00 to \$50.00, effective no earlier than fall 2013 for spring semester 2014. The undergraduate orientation fee is a one-time fee used to support a comprehensive Orientation Program that transitions incoming students to the university.</p> <p>The Orientation Program, facilitated by the First Year Experience (FYE) office, is a 100% auxiliary operation. At UCF, all new undergraduate students are required to participate in orientation. UCF has experienced a significant growth in the participation of First Time in College (FTIC) and Transfer students over the last several years. For example, in 2003, 12,245 FTIC and Transfer students participated in orientation as compared to 17,684 in 2012. National literature on student engagement, retention, and success supports UCF's commitment to high impact orientation services, underscoring that the orientation and transition programs promote student success, retention, and persistence.</p> <p>The Orientation Program is facilitated by FYE professional staff and significant student leadership which include 35 student orientation leaders (O-Teamers) and peer mentors. These exceptional student leaders mentor, guide, and support new students, and parents throughout the year. Orientation leaders and peer mentors participate in an extensive training program facilitated during the fall and spring semesters. These students are actively involved in the planning and execution of 32 orientations during the summer term. The cost to sustain the student and professional staff in addition to the transition programming required to present a quality Orientation Program has increased.</p> <p>Assessment tools such as surveys, focus groups, and point of service assessments have been utilized to understand the needs of students and parents during the Orientation Program process. Feedback has focused on the important role that the student staff contributes during the orientation process.</p>	
<b>Current Service / Operation</b>	

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Explain the service or operation currently being funded by this fee. What steps, if any, could or have been taken to become more efficient in an effort to alleviate the need for any increase in the fee?

Orientation is required for all new undergraduate students and participation for family members is encouraged. The on-campus sessions are two days for FTIC students and one day for Transfer students. The Orientation Program provides incoming students with a wide-array of academic and co-curricular resources, activities, and information that guides them as they transition to the university. Several steps have been taken to be more efficient with the delivery of the Orientation Program including developing a virtual component to manage the large number of transfer students, utilizing social media and online media to the fullest extent in an effort to save mailing and printing costs, and reducing material and supply costs to manage expenses.

Student staff members comprised of the orientation team and peer mentors deliver the large majority of the Orientation Program. Because of the significant increase in enrollment and restrictive funding, orientation team members have taken on additional responsibilities on behalf of the institution, including managing larger groups, participating in more training to understand processes, and working increased hours to meet the demands of the program.

Current Logistics for Orientation Sessions:

<b>Component</b>	<b>FTIC (average of 450 students and 350 family members per session)</b>	<b>Transfer (average of 650 students and 200 family members per session)</b>
Welcome Session	Students and families	Students and families
Small Groups throughout 2 days(led by orientation leader - tour, prep for advising, make connections, registration, UCF expectations)	Students in small groups throughout; families meet in a small group with an orientation leader to discuss their concerns, interests, etc., about UCF	Families meet in a small group with an orientation leader to discuss their concerns, interests, etc., about UCF
Advising	Breakouts by majors and colleges, build schedule for first semester - smaller groups with multiple staffing support.	Breakouts by majors and colleges, build schedule for first semester on campus and lay out remainder of academic career - groups are larger and have few advisors per session
Lunch	Students in small groups	Students are served in large group
Information sessions and	Student social in the evening	Transfer and Transition

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expos for campus resources and services	of the first day; family sessions throughout two days	presentation to introduce services provided to students; family sessions throughout one day
Registration	Same as advising	Same as advising
Orientation Leader Involvement	Small group ratio is approximately 17 to1; provide assistance with advising and registration	Orientation leaders are organized by colleges to support advising and registration sections
Materials	Students receive a handbook, planning materials, schedule of events, etc.; families receive a calendar, handbook on college transitions, schedule, etc.	Students receive a schedule of events; families receive a calendar and schedule.
Virtual Orientation (modules for UCF culture, student responsibility and expectations)	All content for FTIC students is presented during the two-day on-site orientation program	All students must complete the virtual component of orientation before attending the on-site orientation.

**Expanded Service / Operation**

Identify the additional or enhanced service or operation to be implemented with the increase and whether other resources were considered to meet this need:

The approval of the \$15 increase to the Orientation Program Fee would allow for the following:

- Increase funding for student leaders (orientation leaders, peer mentors) by 15%, ensuring that incoming students especially transfer students, can be provided with a personalized and high impact experience. The pay since 2003 has been \$1,800. Since 2003, there has been increasing amounts of trainings, job requirements, and number of sessions offered.
- Increase the number of orientation leaders and peer mentors to provide participants a more personalized experience.
- Increase the programs and services to ease the transition of incoming students and promote a stronger basis for retention and graduation.
- UCF's Freshman Seminar, which serves as a continuation of the Orientation Program experience, functions with limited operating budget and is minimally supported with auxiliary funds.
- Additional revenue would allow more intentional support to incoming students and particularly, special populations (first-generation students, out of state students, male

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students of color, veteran students, Direct Connect students, etc.) with a focus on student engagement, academic support and skills development, leadership development, and the promotion of critical thinking.

- Support orientation leaders' attendance at the Southern Regional Orientation Workshop. Currently, due to limited funding, members of the orientation team are required to pay for their own registration, which can pose a financial burden.
- Support the salaries and professional development of a director, associate director, assistant director, two administrative assistants, two graduate assistants, and student office staff.

**Impact to Student**

Describe the financial impact to the typical student, including those with financial need:

The Orientation Program Fee is a one-time pre-matriculation expense for new students. The program fee covers the cost of staffing, supplies, and routine support operations, as the Orientation Program and the FYE office is 100% auxiliary.

Direct costs charged to the student beyond the program fee include:

- Hospitality expenses cover food and lodging (for those FTIC students who choose to stay overnight)
- Math placement fees

The Orientation Program offers limited fee waivers for eligible students to attend the required orientation without having to experience financial hardship. This is an important service for first generation students, underrepresented students, as well as Summer Bridge Program participants.

**Revenues / Expenditures**

Current annual revenue collected:	<b>\$1,541,672.00</b>
Incremental annual revenue to be collected (2013-2014 projected):	<b>\$273,090.00</b>

Describe the current expenditures from revenue generated by this fee (attach operating budget expenditure form).

**Other Information**

**State University System  
Florida Board of Governors  
Request to Increase an Existing Fee - Regulation 7.003(2)(a)-(k)**

Notes:

1. To date, the university accounted for both program and direct fees and expenses in the same department finance records for orientation; therefore account records show all revenue and expenses not just the program fee and program expenses.
2. The orientation program overlaps the fiscal year with the peak of actual sessions occurring in June, July, and August. Most of the revenue is collected prior to June 30 while most of the expense is paid out after July 1. This results in end of fiscal year balances that do not accurately represent the cash reserves of the fund.

**STATE UNIVERSITY SYSTEM OF FLORIDA**  
**Statement of Revenues, Expenditures, and Available Balances**  
**University of Central Florida**  
**Fiscal Year 2012-2013 and 2013-14**

**Fee Title: Orientation Program Fee**

	<b>Projection 2012-13 -----</b>	<b>Projection 2013-14 -----</b>
<b><u>Balance Forward from Prior Periods</u></b>		
Balance Forward	\$ 870,874	\$ 966,780
Less: Prior-Year Encumbrances	-	-
Beginning Balance Available:	\$ 870,874	\$ 966,780
<b><u>Receipts / Revenues</u></b>		
Fee Collections <sup>1</sup>	\$ 1,541,672	1,814,762
Interest Revenue - Current Year	-	-
Interest Revenue - From Carryforward Balance	-	-
Total Receipts / Revenues:	\$ 1,541,672	\$ 1,814,762
<b><u>Expenditures</u></b>		
Salaries & Benefits	\$ 410,000	\$ 521,500
Other Personal Services	200,000	285,500
Expenses	835,766	904,124
Operating Capital Outlay	-	-
Student Financial Assistance	-	-
Expended From Carryforward Balance	-	-
Other Category Expenditures:	-	-
Total Expenditures:	\$ 1,445,766	\$ 1,711,124
Operating Surplus/Deficit:	<u>\$ 95,906</u>	<u>\$ 103,638</u>

1 - FY13, fee collected based on \$35; FY14, fee( anticipated) collected based on \$50