How to reserve your seat at orientation:

Please carefully review the information below and reserve your seat in an upcoming session as soon as possible. Prior to selecting your orientation date, you will be asked to read content and watch videos relevant to your transition to UNG. If you are a spring or fall starter, you will also be asked questions regarding your academic interests and prior coursework. Our professional advisors will use the information you provide to build a class schedule for you prior to orientation. You can make schedule changes at orientation after meeting with an advisor and pending course availability.

1. Explore the Student Checklists and campus specific orientation information on the Orientation and Transition Programs website to learn more about the orientation program for your campus and the tasks to complete prior to attending an in-person orientation.

2. Login to the Student Banner system. Go to the Student tab and click on the Orientation Reservation form link. Complete the required reading, watch the videos, and if required, provide the academic interest information.

3. Choose your orientation date. When reserving your seat for orientation, you will only see sessions you are eligible to attend and those that still have seats remaining. We strongly encourage you to reserve a seat in the first session available that works for your schedule. Please be sure to mark your calendar for the session you sign-up to attend and do not double-book yourself on orientation day. You are required to participate in the full session, and absolutely no early class schedule adjustments will be permitted on the day of the program.

4. You will receive an automated email to confirm your reservation. Please note that payment is requested at the time of reservation. However, payment extensions for student orientation reservations will be granted if needed. You may pay via Banner with a credit or debit card, but other acceptable methods of payment are listed on the Business Office webpage.

5. Your confirmation email will contain instructions on how to reserve a seat for your parent or family members for Parent and Family Orientation (PFO). This program happens on the same day and time as your orientation, but parents and family members must be signed up separately and will be participating in their own program, while your orientation is in progress. You are encouraged to reserve their seat at PFO when you reserve your own seat for orientation, but can also wait if needed.

6. If you need to change your orientation date, you must make the change prior to the cancellation date of your current reservation. You can make an orientation reservation change by logging back into your student banner account, going to the Orientation Reservation form on the student tab, and selecting the view orientation details option. Once viewing your reservation details, scroll to the bottom of the page to click the modify reservation button. This will lead you through the steps to update your reservation. Please note you can only modify your reservation one time.

If you need this document in an alternate format for accessibility purpose or have any questions about orientation or any of the information in this message, please don’t hesitate to contact our office at otp@ung.edu or 706-864-1010.