



COLLEGE NOW

HIGH SCHOOL TEACHER CHECKLIST

PRE-COURSE

- Submit a [Step 1: Inquiry Form](#) as early as possible to inform CGCC of your teaching plans (new and returning teachers).
- If new/mentored: meet with your mentor.
- Create or update your [CGCC syllabus](#).
- Fill out the [Step 2: Course Approval Form](#) to finalize your course(s).
- Confirm your schedule with cgraham@cgcc.edu.



DURING THE COURSE

- Have all first time College Now students fill out a [CGCC non-degree-seeking application](#). New students will receive their Student Portal login within 1-2 weeks after applying. This can be done ASAP!
- Direct students to log into the Student Portal and register for your class(es) during the correct registration window.
- Check early on that you can log into the [Faculty Portal](#).
- Share the College Now guides on <https://www.cgcc.edu/cn> with students.
- Check your roster on the Faculty Portal at <https://my.cgcc.edu> to ensure that all students have registered correctly.
- Remind students of the official CGCC withdrawal dates.
- Check that all students have submitted a permission form at least once during their high school career. The digital form can be found at <https://www.cgcc.edu/cnpermission>



POST-COURSE

- Submit grades on the Faculty Portal at <https://my.cgcc.edu>
- Complete a Part B Course Assessment for one class, once a year.
- June - August: Submit a Step 2: Course Approval/Renewal for next year!

