COLLEGE NOW

INSTRUCTOR CHECKLIST

PRE-COURSE

- ☐ Submit a Step 1: Inquiry Form.
- ☐ If new/mentored: meet with your mentor.
- ☐ Create a CGCC syllabus.
- ☐ Fill out the Step 2: Course Approval Form.
- ☐ 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. Students will receive their Student Portal login within 1-2 weeks after applying.
- ☐ Confirm with cgraham@cgcc.edu that your class is scheduled to end during that term (Fall/Winter/Spring.)
- ☐ Ensure that you can log into the Faculty Portal.
- ☐ Direct students to log into the Student Portal and register for your class(es) during the correct registration window.
- ☐ Share 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 withdraw dates.
- ☐ Check that all students have submitted a permission form at least once during their high school career. Forms 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!

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