



# COLLEGE NOW

## INSTRUCTOR CHECKLIST

### PRE-CLASS

- Submit a Step 1: Inquiry Form.
- If new or mentored, meet with your mentor.
- Create a syllabus.
- Fill out the Step 2: Course Approval Form.
- Confirm your schedule with [cgraham@cgcc.edu](mailto:cgraham@cgcc.edu).



### DURING CLASS

- Have all students who have not applied in the past apply to CGCC as College Now students.
- Confirm with [cgraham@cgcc.edu](mailto: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.
- Once registration opens for that term, guide students to register for your class (only students who will complete your class that term.)
- Share College Now guides on <https://www.cgcc.edu/college-now> with students.
- Check your roster on the Faculty Portal at <https://my.cgcc.edu>.
- Remind students of the official CGCC withdraw dates.



### POST-CLASS

- Submit grades on the Faculty Portal at <https://my.cgcc.edu>
- Complete the Final Review Reflection.
- Complete a Part B Course Assessment for one class, once a year.

