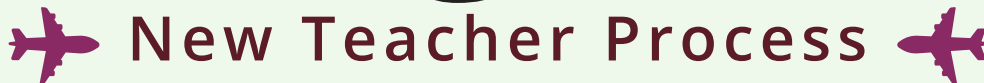




# College Now



## New Teacher Process

01

### Send an Inquiry

Fill out the Step 1: Inquiry form [here](#). This yearly application informs CGCC of your interest in teaching dual credit, your qualifications, admin permission, and the courses you are interested in offering.

02

### Meet with a Mentor

After your Inquiry has been accepted, CGCC will introduce you to your mentor. All teachers are assigned a mentor for their first term, but depending on your qualifications, you may not need a mentor for later terms. Once acquainted, you will both agree on a time to connect (typically either online or face-to-face) to discuss the CGCC course you plan to offer and any necessary changes to your course content.

03

### Complete a Syllabus

Once the CGCC course has been determined, you will work with your mentor to complete a syllabus that meets CGCC standards. You can view information on CGCC Syllabi expectations [here](#).

04

### Submit Your Course(s) for Final Approval

Complete the Step 2: Course Approval/Renewal form [here](#). Attach your syllabus to the form and fill everything out with as much detail as possible. This form will be automatically sent to your mentor for review. Once this step is complete, CGCC will begin preparing your class for future registration.

05

### Guide, Teach, Grade!

As early as you can, guide students to apply to CGCC before registration opens. Once registration opens, teachers will help students register for their class(es). At the end of the course, grades will be submitted on the Faculty Portal. Teachers will also complete a final course review and a yearly assessment.