



Checklist for the Beginning of the Quarter

Have you...

- completed all your paper work with the district?
- received your employee ID number and card?
- received your "CWID" number?

Do you have all of the following?

- Library Card
- Parking Permit
- E-mail address
- Office telephone extension
- Copies of all your course textbooks
- Copies of the course outlines for your classes (with contact information)
- Office key(s)

Do you know where to...

- make copies of your course materials?
- download your roster?
- park during the quarter?
- get instructional multimedia for your class presentations?
- the bathroom close to where you are teaching? / working / in relation to your office?

Do you know how to...

- report your absence to the college?
- add students to your class?
- check your roster with the district records?

Can you answer these student questions?

- Where do I take my Add Code?
- Where is the bookstore?
- Where can I get access to a computer?
- Where is the Financial Aid office?

What would you do if...

- a student says they have enrolled in your class, but they are not on your roster?
- many who are not on your Waitlist are trying to add your class – what do you do?
- students do not show up the first class session?
- you run out of Add Codes?
- confusion occurs regarding classroom assignments?
- you are missing supplies from you classroom?
- students report that there are "no textbooks," for the class in the bookstore?
- your DD-44 key does not unlock the door to your classroom?