

FIRST DAY CHECKLIST...

Information listed here is designed to help you prepare for your first few days of classes. Specific details may be found in later sections of this document. In particular refer to the sections on *Student Attendance and Class Rolls* and *Grades and Exams*.

- Rolls:** Print copy of roll (See Atlas section for details) and verify everyone on roll.

Students are dropped from classes during the first few weeks for a variety of reasons. For that reason, it is imperative that instructors print an updated roll at the start of each of the first classes. If any student is not on the roll or disappears from a subsequent roll, have the student resolve the situation in the records office immediately. There is no way a student not on your roll can receive credit for the class!

Students who do not contact you and do not appear for class by the end of the second week of classes must be dropped as a “No Show”.

- Distribute Printed copy of syllabus:**

Every student must receive a printed copy of the syllabus. Carefully explain the course requirements, in particular the grading process. Syllabi must be approved by the department office prior to distribution.

- Plan to cover material first day:**

Do not dismiss class early. Plan to cover material the first day and make your lesson plans accordingly. Make sure that you are in the room during the time your class is scheduled to meet. It is OK to allow time for questions, but students should receive instruction from the beginning of the class.

- Explain Atlas email to your students:**

Students are familiar with Atlas as a registration tool but a number of students are not aware of the email features of Atlas. Stress that they will receive communications from you and Valencia through their Atlas email and it is important that they check this email on a regular basis.

- Promote other classes in your curriculum:**

Be familiar with other classes in your curriculum, especially pre-requisite and follow-on courses. Students frequently have questions about other courses. If you do not know the answers, direct the students to the appropriate career program advisor.