

Instructor Semester Checklist & Deadlines

DUE ONE WEEK BEFORE CLASS BEGINS

- Upload your syllabus to MyCE
Upload syllabus to one section of each course. Your liaison will review it to ensure that you are covering the SLCC curriculum according to SLCC standards.
- Check your contact information in MyCE
This is how your liaison and the CE Office will get in touch with you. Make sure we have the best contact info on file.
- Add the high school period and time block for each class you teach in MyCE
This will help your liaison schedule visits to your class.

DUE FIRST WEEK OF CLASS

- Distribute approved SLCC syllabus
If your liaison hasn't reviewed your syllabus yet, you can use the syllabus on MyCE as a baseline, and then make adjustments later if necessary.
- Share the "First Day of Class" video
This video will help set the tone and expectation that students are expected to engage in your class like adult college students.
- Provide students the CRN for your class
Students use the CRN to register for your class. It is important that they have the right CRN so they show up in the right class section on your college roll. The 5-digit CRN can be found in MyCE under "View My Classes".

DUE SECOND-THIRD WEEKS OF CLASS

- Monitor student registrations
Check your college roll and your high school roll to make sure students are showing up on both. If students run into problems, notify the CE coordinator at your high school.

DUE PRIOR TO YOUR CE LIAISON VISIT

- Have your students complete the course evaluation
The CE course evaluation can be administered at any time during the semester to provide useful feedback to you and your liaison on how you are doing at delivering a college experience.

DUE LAST DAY OF THE SEMESTER

- Submit final grades through MySLCC or Canvas
Ensure that the grade you enter on the student's college transcript is equivalent to the grade that appears on the high school transcript.

DUE MARCH 31

- Submit your ongoing instructor application
If you plan to teach the same CE courses next year, you will need to work with the CE coordinator at your school to submit an ongoing instructor application through MyCE.

DUE JUNE 30

- Complete your professional development requirement
CE Instructors are required to complete 2 hours of discipline-specific professional development that must be provided by or approved by the content liaison or SLCC academic department.

RESOURCES

MyCE Instructor Video Tutorials

<http://www.slcc.edu/concurrentenrollment/instructors/myce-for-hs-instructors.html>

First Day of Class Video

<http://www.slcc.edu/concurrentenrollment/instructors/first-day-of-class.html>

Student Course Evaluations

<http://www.slcc.edu/concurrentenrollment/Students/course-evaluations.html>

Submitting Final Grades

<http://www.slcc.edu/concurrentenrollment/instructors/grading.html>

Professional Development Requirements

<http://www.slcc.edu/concurrentenrollment/instructors/professional-development.html>