**BEFORE CLASSES BEGIN: ESSENTIAL CHECKLIST**

1. If you are reading on paper, find this document in the “quick links” section of the Faculty Development homepage: [http://library.edgewood.edu/facultydevelopment](http://library.edgewood.edu/facultydevelopment). Take advantage of links to various websites and documents you will need, as well as links to key contacts.

2. Be sure your paperwork is complete with HR. This will allow access to email, class lists, Blackboard, your office key, and other essentials. 214 DeRicci Hall, 663-4304, Pam LaValliere PLaValliere@edgewood.edu.

3. With your Edgewood user name and password ready, visit the [faculty page of Edgewood Express](http://library.edgewood.edu/facultydevelopment) and log in to see your course information, including room locations, start/end times, and a class list with student photos. Click here if you need a [campus map](http://library.edgewood.edu/facultydevelopment).

4. Get your office assignment and key. Talk to your Chair/Dean and Human Resources (DER 214).

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6. Check with the Bookstore to make sure your books have been ordered (608-663-2213) or check the textbook adoption portal on the [faculty page of Edgewood Express](http://library.edgewood.edu/facultydevelopment). To request a desk copy of a course textbook, contact Ashley Kerchner.

7. Talk to your chair/dean regarding available administrative support.

8. Create a grid of your weekly schedule, including office hours. (See template at [http://library.edgewood.edu/facultydevelopment](http://library.edgewood.edu/facultydevelopment).) Post the schedule for students, and provide copies for your chair/dean and the Academic Dean’s Office (DER 222), Linda Wilder LWilder@edgewood.edu

9. Create your syllabi. A Universal Design for Learning-accessible template contains all required info ranging from Title IX information to Disability Services, and can be found here: [http://library.edgewood.edu/facultydevelopment](http://library.edgewood.edu/facultydevelopment). Ask your chair about what you can trim and adapt. Send electronic copies to your chair and to Julie Wendt in the library for archiving. Be sure to consider the academic [calendar](http://library.edgewood.edu/facultydevelopment). For help with technology-enhanced curriculum design or support for developing online/blended courses, contact Rebecca Zambrano.

10. Develop your course site in [Blackboard](http://library.edgewood.edu/facultydevelopment). Check with Diane Deci regarding assistance and training opportunities. Dennis James can offer assistance on making Blackboard sites accessible to all users (Universal Design for Learning). It is recommended that you maintain an electronic gradebook so students are aware of their progress.

**AFTER CLASSES BEGIN**

1. Check your roster online often with [Edgewood Express](http://library.edgewood.edu/facultydevelopment). Enrollment will fluctuate. Report discrepancies in attendance (listed students who are not attending, or students in attendance who are not listed) to the [Registrar’s Office](http://library.edgewood.edu/facultydevelopment). Only students on your final roster can be awarded grades at the end of the semester.

2. Ask your chair/dean about your academic unit policy regarding students who seek admission to a full class. If you allow them in, you must sign an add/drop form that students obtain from the [Registrar’s Office](http://library.edgewood.edu/facultydevelopment). The student must submit the form to Edgewood Central to complete registration. We do not have a priority wait list system, so if you cannot take more students, they must watch for openings. Students may attend a day or two while waiting, but will not be officially registered until you sign an add/drop form or a slot opens. Deadlines for adding and withdrawing are important to know! (See the [academic calendar](http://library.edgewood.edu/facultydevelopment)).

3. There may be times, typically at the beginning of the semester, when the Business Office withdraws a student for non-payment of fees. Students are reinstated if they make the required payment. You can inquire with the [Registrar’s Office](http://library.edgewood.edu/facultydevelopment) whether a student dropped or was withdrawn from a class.

4. Provide feedback to students early and often in the semester. You should send an [Academic Alert Notice](http://library.edgewood.edu/facultydevelopment) when a student is struggling in your class, informing the student of recommended steps. This electronic alert is copied to Student Academic Services and the Academic Dean’s Office, putting in place an entire support network for the student. (It is also helpful to you if a student contests a grade.) In addition, look for "Early Alert" correspondence from the Dean’s Office and "4-Week Roster" feedback. All of these opportunities are vital to catching students early if they are struggling.