

New Teacher Checklist

Use this checklist to help you remember important items before your first class.

General/Logistical Items

- Obtain office keys and classroom keys or access codes
- Get department phone number, your extension number, learn how to setup and access your campus voice mail
- Setup computer or find out which computers you can access
- Set up your campus email account
- Locate your mailbox
- Order office supplies and business cards
- Identify on-campus parking and obtain parking pass (if applicable)
- Meet office staff
- Locate (get access code) for copy machine
- Learn how and where to access AV equipment

Teaching

- Complete syllabus and submit a copy to your department
- Locate classroom(s) and check AV equipment
- Confirm access to classroom
- Confirm that books or materials are available in bookstore
- Locate Auraria Library

Campus Services

Learn about campus services for student

- Center for Learning Assistance
- Academic Success and Advising Center
- Student and Community Counseling Center
- Office of Disability Resources and Services
- Academic and Student Affairs
- Office of International Education
- The Writing Center
- The Career Center