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