

After Approved – Year One Instructor Checklist

Fall Only Courses

- ☐ April – if offering new classes in the fall, use school partners & courses page to email course information to dualcredit@otc.edu
- ☐ May – log in to myOTC and review courses built for fall. If inaccurate information exists, email dualcredit@otc.edu with corrections.
- ☐ August – Attend Adjunct Educator Conference: *First Year*, typically the first Saturday in August
- ☐ August – only after above occurs (3 items), enrollment begins
- ☐ September – Roster Verification/Enrollment ends – at the posted enrollment deadline or before, log in to myOTC, carefully review each student roster by class, and reply to roster verification email
- ☐ October/November – contact your department chair to schedule observation/site visit
- ☐ December – (1) enter final grades into myOTC, (2) send syllabus *and* common assessment to OTC
- ☐ January – Only after all above occur, remuneration to school district occurs