

After Approved – Year Two & Beyond Instructor Checklist

Spring Only & Yearlong Courses

- ☐ August – Attend Adjunct Educator Conference: Second Year & Beyond, typically the first Saturday in August
- ☐ November – if offering new classes in the spring, use school partners & courses page to email course information to dualcredit@otc.edu
- ☐ December – log in to myOTC and review courses built for spring. If inaccurate information exists, email dualcredit@otc.edu with corrections.
- ☐ December/January – only after above occurs (3 items), enrollment begins
- ☐ February – 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
- ☐ March/April – contact your department chair to schedule observation/site visit
- ☐ May – (1) enter final grades into myOTC, (2) send syllabus and common assessment to OTC
- ☐ June – Only after all above occur, remuneration to school district occurs