

# 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 set-up and access your campus voicemail
- Set-up 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 a parking pass (if applicable)
- Meet office staff
- Locate and obtain 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 students:

- 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