

## Preparing for the Beginning of the Semester

At the beginning of each semester, course enrollments are reviewed by the Vice President of Academic Affairs (VPAA). In some cases, courses may be canceled due to insufficient enrollment. Instructors are encouraged to closely monitor enrollment as indicated in the course rosters found on the Student Information System (SIS). The VPAA makes every attempt to notify department chairs of canceled courses five days prior to the start of the semester.

In order to be well-prepared for the beginning of the semester, it is expected that professors will complete the following:

- Review the Course Outline - At NCC, every course has a corresponding "Course Outline." This outline details all the specific elements of the course, including course number, course name, catalog description, number of credits, course competencies, and so forth. Faculty should contact their PC or DC for a copy of the course outline. These outlines are also available in the Office of Academic Affairs.
- Create the Course Syllabus - The college utilizes a common syllabus template for face-to-face courses, hybrid courses, and online courses. In addition, there is additional program-specific information that should be included in course syllabi. Faculty members should be certain to check with their Program Coordinator or Department Chair for specific details.
- Prepare the Course Site on Canvas - Upload appropriate materials onto Canvas and design the Canvas site to be well-organized and user-friendly for students. It is expected that all instructors will post their course syllabus in Canvas, keep attendance on Canvas, and actively utilize the Canvas Grade Center. Any instructor unfamiliar with the capabilities or operations of Canvas should contact the Director of Online Learning Coordinator for assistance at 603.578.8900 Ext. 1559 [afoucault@ccsnh.edu](mailto:afoucault@ccsnh.edu).
- Upload the course syllabus onto the Academic Affairs Canvas site. - For proper record keeping, the Office of Academic Affairs must retain a copy of every syllabus used throughout the college. Syllabi should be posted to the Academic Affairs Canvas site prior to the first day of class. Faculty should look for an email indicating an assignment from the Academic Affairs Canvas Shell.
- Make the course available to students on Canvas - It is expected that professors will make courses available to students one week before the beginning of the semester.

- Review or print the class roster – Class rosters are available through the Student Information System. These rosters are updated in real time so it is important that faculty review the “first day” roster just prior to the initial class meeting. Also, students frequently add or drop classes early in the semester. So, during the first few weeks of classes, faculty should check class rosters prior to each class meeting.