

College Now

High School Faculty Checklist

- Once registration opens, share the following materials with all students:**
 - Play the [Introduction to College Now Video](#) (3 min) and [How to Register for a College Now Course Video](#) (4 min)
 - College Now student guide and student checklist on [COCC's College Now website](#)
 - Send email templates from COCC College Now team to students and parents/guardians
 - COCC syllabus for the course
 - [College Now registration and drop deadlines](#)
 - Prompt interested students to complete the [COCC College Now registration form online](#)

- A week before and right after the registration deadline:**
 - Review/check your class roster (Login into your [COCC Bobcat Web Account](#) and verify your Summary Class List to ensure the correct students are registered.)

- A week before and right after the drop/withdraw deadlines:**
 - Remind students about the option to drop or withdraw. Students who are not doing well in the course are encouraged to drop by the stated drop deadline to avoid impacts to future college admissions and financial aid eligibility.

- At the end of the course**
 - Share course evaluation link with students (Link will be provided by the College Now team). Student feedback is very important for continuous improvement of the College Now program.
 - Submit Final Grades. Final grades are due by the deadline on the College Now dates/deadlines webpage. Grades are entered online through your COCC Bobcat Web Account.

Questions?

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