PER COURSE CHECKLIST

- o Submit Application
- o Complete New Hire Paperwork (if applicable)
- o Official Transcripts on File
- o Establish Email/Access Accounts
- o Accept Appointment Letter
- o Parking Permit
- o Key Request
- o BearPass ID
- o Payroll
- o Additional Training
- o Textbook Adoptions and Desk Copies
- o Syllabi
- o Evaluations
- o Supplies
- o Work Requests
- o FAQ & Contacts