



## Faculty Roadmap

Here is a list of items to prepare you for your classes at NAS Lemoore:

### 👤 Before Classes Begin

- ✓ Contact Monique Suter to ensure that you have been cleared to have access to NAS Lemoore. Her point-of-contact is 925-3341 or [moniquesuter@whccd.edu](mailto:moniquesuter@whccd.edu).
- ✓ You will need to provide information at the Kiosk in the Pass/Decal office. Amanda will email the procedures to your West Hills College email. This process should be completed 3 weeks prior to classes beginning.
- ✓ Inquire where your classroom is located.
- ✓ Request any/all media equipment for the entire term.
- ✓ Attend the Adjunct Faculty Orientation.
- ✓ Print out the NAS Faculty Handbook. Familiarize yourself with NAS campus and emergency procedures.
- ✓ Login to your WHC email account and print out your class roster.
- ✓ Compose your syllabus.

### 👤 The First Day

- ✓ Review your syllabus and give each student a copy.
- ✓ Since you are mainly dealing with active duty and their dependents we need to know who is being dropped due to their billing status. If you have “No shows” provide Amanda with a list of names and she will drop the students.
- ✓ Meet with Janet Young to review policies and procedures for Navy College.

### 👤 As the Semester Progresses

- ✓ Report enrollment irregularities or disciplinary problems to me: Janet Young (Academic Advisor) 925-3216 or [janetyoung@whccd.edu](mailto:janetyoung@whccd.edu).
- ✓ Clean white boards after every class session.
- ✓ Contact Scott Young in the Media Department if you need assistance or repairs for the equipment.
- ✓ Ensure that classroom doors are locked when leaving.
- ✓ If the WHC instructor is the last person leaving the building-they must check all external doors to be locked. On your first day of class Janet Young will meet with you and review any processes or questions you may have.