



Preparing for the First Day of Instruction

- Go to your classrooms before classes begin.

If you intend to use new technology:

- Try out your laptop – know what connecting wires to bring. (Connection kits can be purchased at the bookstore.)
- Be sure the projector is working.
- Practice setting up so you have a sense of the time required; familiarity will help when you are faced with a classroom full of students and students hoping to add or students with special needs. The time invested brings some confidence and peace of mind.
- If you will use overhead projector, make sure it works.

If you will use “traditional technologies”:

- See if the room uses chalk or dry-eraser markers; bring back up of what’s needed.

Other notes:

- If your class has a waiting list, prepare a statement on how you intend to deal with waiting lists and pass it out to students hoping to add.
- Check most up-to-date class and waiting lists using MySacState (www.csus.edu to sign-in) then click “Faculty Center.”
- Suggested enrollment management policies:
 - Require add-candidates to attend class as a qualifier and keep track of their attendance.
 - If you have many more requests than seats available, *consider a tiered policy of allocating available seats.*
 1. Graduating seniors with completed and signed petition to graduate in hand.
 2. Majors seeking the course as requirement.
 3. Major seeking the course as an elective
 4. Others.(Note: Your department may require giving first preference to “Open University” students – check with your department chair or mentor.)
- Prepare to teach some key content idea/s in the first day’s work. This builds accountability for all—including add-candidates. Engaging students in the content is helpful to them in deciding if the course is right for them and how it helps them in their major, minor or general education plan.