Greetings Fall Term Faculty!

It has been a very busy summer for the Professionals team – much to share with y'all at our faculty workshop in January.

Fall term is almost here – time seems to be flying by…..

Even if you read this email before the start of the previous term, PLEASE read through it in its entirety again!! (There is much to digest.)

FACULTY RESOURCE GUIDE – REVISED

Attached is our faculty resource guide. This guide should answer most of your questions. You can also find the guide on our password protected Faculty Resource Page: https://www.callutheran.edu/professionals/resources/faculty.html

Please review the guide carefully. It contains helpful information on everything from proctoring exams & academic honesty, to who to contact for projector and class climate issues, as well as how to handle students that go missing from your classes.

If you find anything to be confusing or if you have items you think we should add, please let me know!

IMPORTANT DATES – MARK THESE ON YOUR CALENDAR

- **Faculty Workshop – Saturday, October 10th**
- **Spooktacular Halloween – Friday, October 16th**

We look forward to seeing you at these events!

ADVISORS

Kristy Fenstermaker continues to advise the students who take the majority of their coursework at the main campus.

Maggie Bueno (formerly Serna) advises our students who take the majority of their courses at the Oxnard and Woodland Hills Centers, our students in the Online Organizational Leadership major, and students receiving military benefits. Maggie has dedicated advising days at all three locations.

ENROLLMENT/ADDING STUDENTS

About 1/4 of our students still need to register; enrollments for courses will fluctuate to some degree from now through Monday, September 14th (the last day to add a course).

IF A STUDENT IS NOT ENROLLED IN YOUR COURSE, DOES NOT ATTEND THE FIRST NIGHT OF CLASS AND DOES NOT CONTACT YOU, BUT SHOWS UP THE SECOND WEEK OF CLASS AND WANTS TO ADD THE COURSE, PLEASE DO NOT FEEL COMPELLED TO ADD THE STUDENT. Please send the student to his/her

advisor for assistance. If you want to add the student, it is up to you whether or not you will allow the student to make up any missed assignments from the first class meeting. If you opt to add the student, you need to sign the student's add form and the student needs to submit the add form to his/her advisor no later than 5pm on September 14th.

IF YOUR COURSE IS FULL, PLEASE DO NOT ADD STUDENTS TO YOUR COURSE. We do not want courses going above the course cap unless absolutely necessary. Please contact the student's advisor to give the advisor a heads up and have the student contact his/her advisor as well. The advisor will help the student figure out another option.

FIRST NIGHT OF CLASSES

You have access to all of your class rosters through Web Advisor and you should check those before the first night of class. **IF YOU HAVE STUDENTS THAT DO NOT SHOW UP TO CLASS THE FIRST NIGHT PLEASE SUBMIT THEIR NAMES TO MAGGIE SO WE CAN TRACK DOWN YOUR STUDENTS.** Please remind the students in your class of the last day to add and drop a class: September 14th (especially those whose add/drop slips you sign. For some reason once they have a signed form they think they can just turn it in whenever).

WEEKLY UPDATES

Every week on Monday or Tuesday, you should receive an abbreviated weekly update from our office. **WE ASK THAT YOU REVIEW THE UPDATE SO YOU KNOW WHAT WE ARE SHARING WITH OUR STUDENTS.** We also ask that you share the update with your students, and/or please remind your students to read the updates their advisors send them. These updates really do contain valuable information (deadlines, etc.).

Hope this is a terrific term. Don't hesitate to contact us if you have any questions or just want to say hello!

Warm wishes,
Lisa, Kristy, Maggie, Christina, and Jess