



Timeline for Fast Forward Instructors

FALL 2019 & FULL YEAR:

August:

- Check in with SUNY Broome Dept. Chair for curriculum updates, final review of syllabus, etc. for fall course(s)
- Log in to your My College account with username and password: <https://mycollege.sunybroome.edu>
- Review www.sunybroome.edu/ff and Welcome Packet

September:

- Register students for your course(s) via the online process by **September 16**
- Mail completed Certificate of Residencies to the Fast Forward office by **October 4**
- Review Drop & Withdrawal Policy
- Frequently review your attendance list via My College that all your students are registered or dropped

October:

- Confirm all students are registered and issues resolved by **October 10**
- Submit attendance via My College for fall semester courses by **October 11**

November:

- Attend Fast Forward Professional Development Event, Tuesday, November 12th, 2019 at 4:00 pm
- Submit attendance via My College for full-year courses by **November 6**

January:

- Remind students to complete course evaluations to be sent via email
- Apply to teach a new Fast Forward Course on our website, due May 1st
- Check in with SUNY Broome Dept. Chair for curriculum updates, review of syllabus, etc. for spring course(s)

February:

- Submit final grades for fall courses via My College by **February 11**
- Full year courses submit final grades by **June 23**

SPRING 2020:

February:

- Register students for your course(s) via the online process **February 14**
- Submit final grades for fall courses via My College by **February 11**
- Mail completed Certificate of Residencies to the Fast Forward office by **February 21**
- Review Drop & Withdrawal Policy
- Frequently review your attendance list via My College that all your students are registered or dropped

March:

- Confirm all students are registered and issues resolved by **March 8**
- Submit attendance via My College for Spring courses by **March 10**

April/May:

- Confirm your Fast Forward course schedule for the upcoming academic year
- Frequently review your attendance list via My College that all your students are registered or dropped

June:

- Remind students to complete course evaluations to be sent via email
- Submit final grades for spring semester and full-year courses via My College by **June 23**