

☐ Course Syllabus☐ **CREATE** a syllabus for EVERY section that you teach.

Note: The Norco College Academic Senate highly endorses the use of the [Syllabus Shell](#) to develop your documents.

☐ **DUPLICATE** for your students | e-mail file to be copied along with a completed [REQUISITION FORM](#) to the staff in the College Resource Center via CopyDesk@norcocollege.edu☐ **ARCHIVE** to Course Syllabi Repository

Thank you for e-mailing your syllabi for ***all sections*** to the Office of the Dean of Instruction c/o Syllabi@norcocollege.edu

☐ Faculty e-mail account

Please confirm that your professional e-mail address is functioning.

We request that you use your professional e-mail address when communicating with students, staff, faculty, and administrators.

It is **CRITICAL** to check this e-mail account regularly.

☐ Keys

- To obtain a Key Card please contact your IDS in the Office of Instruction.

Katie Owashi (951) 738-7777	Business • Accounting • Architecture • Computer Apps • Computer Information Systems • Construction • Gaming • Electronics • Engineering • Drafting • Management • Manufacturing • Marketing • Real Estate • Supply Chair • Work Experience
Yolanda Stanley (951) 372-7067	Performing Arts • Music • English • Communications • Writing Lab • ESL • Journalism • Interdisciplinary Studies • Library • Reading
Sue Lafferty (951) 372-7079	Math • Sciences • Health • Kinesiology • Geography
Debra Karrer (951) 372-7076	Art • Languages • Philosophy • Photography • Administration of Justice • Anthropology • Early Childhood Education • Economics • History • Political Science • Psychology • Sociology

- If your classroom is located in the IT Building, your key card will automatically be programmed to open your room by the week before classes begin.

☐ If you're in a classroom with a physical key (all those not in IT), you can pick up your key from Business Services. If you cannot make it between