**PRE-SEMESTER CHECKLIST**

*Whether you are a new or returning faculty member, complete the following items in preparation for your upcoming semester to ensure a smooth start:*

**Confirm all contact information is up to date and ensure you will be paid:**

- Log in to the [MyUMUC](#) portal.
- Ensure your [mailing address](#) in MyUMUC is up to date.
- Confirm personal e-mail address and phone numbers are correct in MyUMUC.
- If you are an adjunct faculty member or collegiate teaching an overload assignment, electronically accept your appointment document(s). View [instructions](#) for accepting your appointment, as well as for viewing your [pay schedule](#).

**Stay abreast of updates from your academic discipline and Faculty Services and Communications:**

- Visit the [Faculty Community Engage space](#) to access a variety of resources for faculty.
- Access your faculty e-mail account through [Google Mail](#).
- **Undergraduate Only:** Visit discipline-specific faculty community in [Engage](#). Contact your [program chair](#) with questions.

**For Hybrid Courses with a face to face component:**

- If teaching on the College Park campus and wish to park in a faculty lot, request a [Parking Permit](#).
- Familiarize yourself with the site, directions, and any traffic concerns. View a list of [UMUC sites](#).
- Request any technology resources (laptop, projector) not available in your classroom from your academic department.

**Gather materials:**

- By Fall 2015, all courses in The Undergraduate School will be using electronic resources at no cost to students in all courses. If your class is using eResources, you will see the materials listed in your syllabus and embedded in your classroom. Questions about your eResources should be directed to your [program chair](#).
- If your class is using a textbook, ensure you receive the text and other course materials. For questions regarding textbooks please visit [Faculty Textbook Services](#) or email [textbooks@umuc.edu](mailto:textbooks@umuc.edu).
- Request and post any reserved reading materials ([electronic reserves](#)).
- [Request copy services](#) from Faculty Services and Communications for any hard-copy materials needed for students.