

END-OF-SEMESTER CHECKOUT PROCESS

Once you have posted final grades in Banner, you will need to follow the checklist procedures and provide the documentation listed on the checklist form to the appropriate divisions. If you have questions regarding the checkout process, please contact your division administrative assistant or Evening Services for clarification.

Adjunct Faculty End-of-Semester Checkout List

Behavioral and Social Sciences

Health Professions

Humanities

Math

Science

Technologies

INSTRUCTOR:

BANNER ID:

COURSE NUMBER & SECTION:

SEMESTER:

COURSE TITLE:

CHECKOUT POINT

DOCUMENT FORMAT

DIVISIONAL CLEARANCE

Electronic Printed

1. Students' Final Exams/Projects	<input type="checkbox"/>	<input type="checkbox"/>
2. Textbooks	<input type="checkbox"/>	<input type="checkbox"/>
3. Grade Book	<input type="checkbox"/>	<input type="checkbox"/>
4. Keys (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
5. Course Analysis Form	<input type="checkbox"/>	<input type="checkbox"/>
6. Banner Grade Entry	<input type="checkbox"/>	<input type="checkbox"/>

WHERE TO TURN IN MATERIALS

Evening Services - Monday-Thursday - 4:30pm - 8:30pm - Sandy Baker - Room C2308 - Ext. 3468 or 5109

Health Professions - Monday-Friday - 8:00am - 4:30pm – Ashley Pierce - Regional Center for Health Professions - Room 109 - Ext. 3238

Humanities/Behavioral and Social Sciences - Monday-Friday - 8:00am - 4:30pm - Margaret Hohrein - Room H129 - Ext. 3218

Mathematics - Monday-Friday - 8:00am - 4:30pm – Rachel Moon - Room F234 - Ext. 3219

Science - Monday-Friday - 8:00am - 4:30pm – Jessica Mynhier - Room B108 - Ext. 3508

Technologies - Monday-Friday - 8:00am - 4:30pm - Kim Tipton - Room T107 - Ext. 7639 or Linda McNutt - Room T102 - Ext. 3420

Revised 7/2021

Course Analysis Form

Course

Section

Term

Instructor

Course Evaluation:

Please rate the following. Ratings of 1 or 2 require an explanation. Comment on others as desired. Use back of page or additional paper if needed.

Very
(5) **Effective** (4) **Effective** **Moderately**
(3) **Effective** (2) **Ineffective** **Very**
(1) **Ineffective**

1. **Course content**

Comments/Recommendations:

2. **Text**

Comments/Recommendations:

3. **Supplementary Materials**

Comments/Recommendations:

4. **Library Resources/Audiovisuals**

Comments/Recommendations:

5. **Lab Activities**

Comments/Recommendations:

6. **Syllabus**

Comments/Recommendations:

7. **Other Course Documents**

Comments/Recommendations:

8. **Overall Course Design**

Comments/Recommendations:

9. **Other Comments or Recommendations:**