

### **\*Sample Opening Schedule**

#### **Week 1**

- Monday: Faculty return  
New faculty and staff orientation (speed networking, general college information, tour, etc.)
- Tuesday: Open Forum (president)  
HR/Benefits Orientation (human resources, compliance)  
ITS technology set-up, instruct new faculty and staff
- Wednesday: New faculty orientation (techniques for teaching, grants, etc.)  
Returning faculty final preparation for classes  
Faculty and staff training (Moodle/Classroom Technology, etc.)
- Thursday: Division Meetings (returning and new faculty and staff)
- Friday: Department Meetings (returning and new faculty and staff)  
Faculty and staff mixer

#### **Week 2**

- Monday: RA training  
Orientation leader training  
Faculty and staff training (TBD)  
College senate meeting
- Tuesday: EOP move-in and orientation  
New employee/mentor training and activities  
Faculty and staff training (TBD)
- Wednesday: Students with disabilities move-in and training  
Faculty and staff training (TBD)
- Thursday: Commuter orientation  
Faculty and staff training (TBD)
- Friday: Freshman move-in

\*Please note that this is not the actual schedule