False 1. You can only access your class roster from a CNM computer.

You can access your class roster through MyCNM from a CNM Computer and from your home computer. Go to MyCNM | Instruction | Faculty Menu | Class List.

False 2. You will use a standardized grade book for all of your classes at CNM.

You have your choice of how you record your grades. To see some sample grade books and read about the procedures go to:
http://www.cnm.edu/depts/academicaffairs/AA_key_processes.php

True 3. MyCNM is designed for students and faculty to use.

True 4. If you are locked out of a classroom, call CNM Security for assistance.

Contact Security dispatch at 224-3002 or extension 43002

False 5. You must have 3 office hours per week per class.

For most full-term courses, you must have one office hour per class per week. However, this varies from school to school. Please go to the website to learn more about office hours:

False 6. If you have a discipline problem with a student, immediately send him/her to visit the Dean.

You should talk to the Dean of Students. The url is:
http://www.cnm.edu/deanofstudents/

False 7. If you must cancel a class, you must make it up at a later date.

Classes are not rescheduled for a later date. If you must cancel a class, follow the procedures in your school.
False  8. You may add as many additional students to your classes as you prefer.

Fire codes and the number of chairs in a class restrict the class size as well as guidelines established in each school. Contact your chair or associate dean for more info on how many students you may add to overfill your course. Procedures for adding students can be found in http://www.cnm.edu/depts/enrollment/registration/registration_waitlists.php

False  9. You are allowed to modify all parts of the master syllabi.

Master syllabi have been designed by curriculum teams in each school. You are not allowed to modify them unless given permission by your chair.

True  10. You are responsible for email accounts in both MyCNM and Outlook.

Yes, you are responsible for viewing email in both accounts. We suggest that you forward your MyCNM email to your Outlook email (see steps in the Faculty Resources Handbook) and check your Outlook email regularly throughout the week.