UHV New Faculty Checklist

Name:

Official transcript received:	Yes No	Date Received: _____
General information sheets given:	Yes No	
Faculty manual:	available online	
Catalog access explained:	Yes No	
Schedule access explained:	Yes No	
Student handbook provided:	Yes No	
Orientation Sessions Appointment		Date of Appt. _____
Notice given of appt.	Yes No	
Training opportunities/assistance:		
computer		Date: _____
telephone		Date: _____
copier		Date: _____
ITV &/or cart instructions		Date: _____
RARSTU/laserfische		Date: _____

Notes: