



Dear Continuing Education Instructor,

Thank you for your interest in teaching a Continuing Education (CE) class at Northern New Mexico College. We have developed procedures for the CE instructor's to better organize the process for both the instructors and the students. We ask that all CE instructors adhere to the following procedures:

Step I. A Course Development form will be supplied to the instructor to complete and indicate what materials or special equipment will be needed for their class so the class will be ready on the starting date. The Continuing Education Department will publicize and promote the class through advertising, flyers and word of mouth.

Step II. After the instructor has been signed and approved, a classroom will be assigned and a class roster will be supplied to the instructor which will include the names, addresses, and telephone numbers of the students which are completed by the student (or their parents) at the time of their application.

Step III. Instructors need to make sure all their students are enrolled and have paid (receipts). When the class is almost finished, the instructor will be asked to evaluate the adult students or to send the evaluation forms with the children for the parents to complete. We are requesting that this be done in order to improve our services.

***Please note:** It is up to the instructor to verify telephone numbers or email addresses with the students (not applicable to children) in order to communicate to the students if there is a change in class location or if a class needs to be rescheduled for any reason. If an instructor misses a class, that class will need to have a make-up date, no exceptions. The instructor's student roster should be in the instructor's possession at all times during his or her scheduled class.

Also, it will be made clear at the time of the application for each class that involves young children, that the parents should not just drop the child off but rather, walk the child into the classroom. In the unlikely event that the instructor is late or the class is cancelled, it will be the instructor's duty to let the parents and child know at the beginning of each scheduled class. This is necessary to protect the child's well being.

If there are any problems related to the instructor's class schedule, or any other matter, please communicate those concerns to the Continuing Education Department at 505.747.5477 or cromero@nnmc.edu.

Again, thank you for teaching at Northern New Mexico College.

Sincerely,
Cecilia Romero
Continuing Education Workforce Coordinator
Northern New Mexico College