



Joint PE Memo to Physical Education Instructors

Thank you for offering your course to our students. Reference this document for information and procedures.

Important Dates	Weekday	SP22 *
Contact & Schedule Info Due to Randy Town	Monday	9/13/2021
Course Schedule Visible on Portal	Monday	10/31/2021
First Day of Classes	Tuesday	1/18/2022
Add Deadline (Fees final)	Monday	1/31/2022
Low Grade Notices / Academic Advisories Due	Wednesday	2/23/2022
Drop Deadline	Thursday	3/10/2022
Spring Break (no classes in session)	Monday-Friday	3/14/2022 - 3/18/2022
Cesar Chavez Day (observed – no classes in session)	Friday	3/25/2022
Student Course Evaluation Period, 10 days		4/29/2022 - 5/8/2022
Last Day of Classes / PE Grades Due @ Noon	Wednesday	5/4/2022

* Subject to change.

Instructor and Course Offering Information

Check the [CMS website](http://www.cmsathletics.org/physical_education/index2) (www.cmsathletics.org/physical_education/index2) to verify your course details (title, description, meeting information, applicable fees, instructor(s)), course attendance policy, and your contact information (cell number, email, and studio contact information if applicable).

After the [Course Schedule](http://portal.claremontmckenna.edu) (portal.claremontmckenna.edu) is published on the portal, search for your course(s) and verify all course information. Send updates and corrections to Randy Town.

Student Enrollment, Class Rosters, and Grading

Class rosters, student photos and emails, PERM processing, low grade notices/academic advisories, and grading are all accessed on the [portal](http://portal.claremontmckenna.edu) (portal.claremontmckenna.edu) under the Faculty tab.

Portal accounts are created for all instructors except student instructors. Student instructors should communicate all needs to Randy Town. Instructions and tutorials for using the portal are available in the [Portal Resources](#) portion of the [Faculty Resources](#) web page (www.cmc.edu/registrar/faculty-portal-instructions).

Please note that portal passwords expire every year. Use the [self-service link](http://mypassword.claremontmckenna.edu) (mypassword.claremontmckenna.edu) provided by ITS to update your password as needed.

Communication with Students

If you teach an online, asynchronous, or arranged class (a class that is not listed with a firm meeting time or location -e.g., MW 10-11a.m.) you will need to contact your students directly *before the semester begins* and provide information on how they should participate, including zoom links, if needed. Copy Randy Town on your message to the students so he can forward your correspondence, if needed.

It is important to notify your students via the portal if their attendance is falling behind during the semester (low grade notice/academic advisory).

Contact Information

Updates, questions regarding scheduling, minimum participation requirements, course offering logistics, evaluation criteria, and payroll:

Randy Town (rtown@cmc.edu) 909-607-3561

Assistance accessing your portal account:

CMC IT Helpdesk (help@cmc.edu) 909-607-0911