

Dear Colleagues,

Welcome, welcome, welcome to Fall 2024. This welcome letter is coming to you all late on Friday afternoon after a packed All College Day. I hope this FLEX week found you all energized and excited about the semester ahead.

As has been the practice for the past few semesters, attached are Fact Sheets—one for Associate Faculty and one for Full-time Faculty. Please make sure to save these to whatever storage files you access. They have helpful reminders and guides to support you in your work. These Fact Sheets are also located on the Office of Instructional Services website as well. I am also including the Fall 2024 Student Support Guide here as well. As with syllabi, often times these documents can be overwhelming to try and remember all at once. Please keep them somewhere that provides you with quick access as needed. And please know that the deans and support staff in Instructional Services are here to assist however we can.

A few quick notes to start the semester:

1. Finals! Please check the final exam schedule. We have an unusual academic calendar that has created some bumps with scheduling finals for MW classes. Classes that meet on Mondays only, Wednesdays only or Monday/Wednesday will not follow a finals schedule. Instead, they will meet during their regularly scheduled class time during finals week. All other class meeting patterns, such as Tuesday/Thursday or MTWTH meetings, will follow the regular final exam schedule posted on the website. If there are issues or concerns with your finals, please contact your dean early so that they can assist you.
2. Paths of travel: While many of our construction fences have been removed, there are still many in place. Please give yourselves and your students grace and understanding as you traverse the Oceanside Barnard Campus.
3. Parking: We have a robust Fall semester. Enrollments are steady with last fall. Please plan ahead and give yourselves time to park and locate your classrooms. Students may also be figuring out the parking situation over the next few weeks too. Again—grace, patience and understanding is always a good foundation.
4. Fraudulent students: We are still being faced with fraudulent enrollments. While staff in Admissions, Financial Aid, ITS, and Instruction have been working hard to identify and drop those enrollment, we still need your help in your classes. Please update your rosters in a timely manner and drop students who have not participated prior to census date. If you drop someone who is a legitimate student, we can always reinstate them in the class. In past semesters, we have seen fraudulent enrollments in online credit classes. We are now seeing fraudsters enroll in on-ground classes as well as a way to bypass some of the security nets we have in place. Please make sure—whether you are teaching on-ground or online—to drop students who do not show the first day. Information about rosters and ways to engage students in the first week can be found on the Fact Sheets too.

It was great to see so many of you today and all week. My very best wishes on the start of the semester. My door is always open if you have questions or concerns or just want to say "hi."

Happy Fall, y'all!

Denee

PS: If you have new faculty or staff that have joined the college recently, please make sure to share this information with your constituents.

[Denée Pescarmona](#)

Vice President, Instructional Services

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