Dear College Now Instructor,

Welcome back to the Fall 2022 semester.

Note that you are required to submit the following end-of-term information and documents:

1. Enter Final Grades via CUNYFIRST. Directions on the link below:
   
   https://www.kbcc.cuny.edu/CollegeNow/Documents/Grade_Roster_instructions.pdf

2. Provide us with a chart (any format) which reflects grades for all quizzes, tests, report, assessments, etc. for each student enrolled. Attendance records are not required but you can provide us with the information, if you choose to.

3. One copy of the final exam or assignment administered to students. Make sure that the copy reflects the following information: your name, course, school and semester on the front page.

The chart and final exam can be e-mailed to us @ collegenow@kbcc.cuny.edu.

Note that the final exam will be forwarded to the respective Department Course Coordinator for review.

The submission date for all materials will be provided to you at a later date.

Thank you for your continued support of the College Now Program.

Erika Delacruz

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