



Dear Collaborative Programs Instructor

Date: 12/30/2024

Re: Spring 2025 Teaching Calendar

From: KBCC CN Administrative Team

We look forward to having you teach in the College Now Program this spring. You are scheduled to teach the course(s) listed here: [Instructor IDs - Google Sheets](#)

How to view your EMPLID in CUNYfirst to see your scheduled courses:

Watch tutorial video (https://www.youtube.com/watch?v=E7m_bqk-H7o) if you have not claimed your CUNYfirst account yet.

Once logged in select “CUNY Alert.” Your 8-digit EMPLID will be listed at the top of the screen:



For each of your classes, you will need to complete a separate a **Google Form** (link below) which will be used as your calendar for the term. If this link doesn't work correctly when clicked, just copy and paste the link into your web browser.

[Kingsborough Community College](#)

Refer to the Spring 2025 Calendar of non-teaching dates (on the next page) when planning your schedule of classes. Indicate the days and time that you will be teaching and the days that you will be holding office hours. Only teachers who will be teaching 3 or more credits this term will be required to hold office hours. For those who are teaching 3 separate 1 credit courses, you should add the 15 office hours to 1 of your forms (the other 2 forms do not need to have the office hours added).

- If your class is 1-credit, you must have 750 minutes (12.5 hours) of instruction and 0 office hours (unless your total credits taught this term are 3 or more)
- If your class is 2-credits, you must have 1500 minutes (25 hours) of instruction and 0 office hours (unless your total credits taught this term are 3 or more)
- If your class is 3-credits, you must have 2250 minutes (37.5 hours) of instruction and 15 office hours
- If your class is 4-credits, you must have 3000 minutes (50 hours) of instruction and 15 office hours

Monday February 3, 2025 - The College Now spring term begins

Monday June 16, 2025 The College Now spring term ends

Non-Teaching Days

Schools will be closed and your classes **=WILL NOT=** meet on these Department of Education holidays.

January 20 – Martin Luther King Jr. Day

January 27 – Professional Development Day

January 29 – Lunar New Year

February 17 to 21 – Midwinter Recess

March 31 – Eid al-Fitr

April 14 to 18 – Spring Recess

May 26 – Memorial Day

June 5 – Eid al-Adha

June 6 – Clerical Day

June 19 – Juneteenth

Other days when classes may not meet are different for each school such as senior trips and other special event days.

If you have any questions, please feel free to reach out to us.