

## SPRING SEMESTER READINESS CHECKLIST

### SEMESTER OPENS: MONDAY, 1/12/2026

Item	Description	Action	Deadline
Send Checklist to OMC	OMC updates IT page <a href="https://www.dom.edu/current-faculty-resources">https://www.dom.edu/current-faculty-resources</a> (Scroll to bottom, Classroom Readiness Checklists)	Ticket to OMC TDX	October 15, 2025
Software Request Communication #1	IT will email faculty requesting any software needs for the Spring 2026 semester. Email will also include other timeline updates and pertinent information.	Email to all faculty	October 28, 2025
Software Request Communication #2	Repeat/reminder email #1	Email to all faculty	November 4, 2025
Software Request Deadline	Final deadline to submit software and hardware requests to IT for the Spring 2026 semester.	Deadline	November 10, 2025
Standard Image Software List Meeting	Internal IT meeting to review and sign-off on standard software list.	Internal Endpoint Team meeting	Week of November 11, 2025
Software List Communication	IT will email faculty to inform them on what software will be in the standard computer image for Spring 2026.	Email to all faculty	Week of November 18, 2025
Building and testing of standard classroom image	IT will build and test the standard image for classrooms.	IT action	November 26, 2025
Image Testing Communication	IT will send an email to all faculty encouraging testing on standard image. Provides deadline of	Email to all faculty	December 1, 2025
Image Testing Feedback Deadline	Final deadline to provide feedback on image test.	Deadline	December 12, 2025
MyDU Student Photos	IT confirms student photos are populating in MyDU for Professors	IT action	December 15, 2025
Equipment Maintenance	IT tests and cleans all AV equipment.	IT action	Week of December 15, 2025
Room Scheduling Checks	IT confirms that room hardware aligns with scheduling of classrooms (i.e. – hy-flex, hybrid, DSS needs).	IT action.	Week of December 15, 2025
Office Supplies Purchases	Semester office supply orders are placed	IT action.	Week of December 15, 2026
Image Deployment and testing	Deployment of image to classrooms and labs and tested by IT.	IT action	January 3, 2026
Printer / Copier Maintenance	IT tests and cleans printers & copiers.	IT action	Week of December 15, 2025
Support Center Hours Reduced	The Support Center will close at 5pm M – F; no weekends	IT action	Week of December 15, 2025

<b>Additional hardware purchases</b>	<b>Final purchases based on outcome of room scheduling checks.</b>	<b>IT action</b>	<b>Week of December 15, 2025</b>
<b>University Closed</b>			<b>Weeks of December 22, 2025 and December 29, 2025</b>
<b>Final classroom checks</b>	<b>IT verifies that all labs and classrooms are ready for Spring 2026 classes.</b>	<b>IT action</b>	<b>January 5, 2026</b>
<b>Support Center Standard Hours</b>	<b>M-Th 7:30AM-7PM, close 5PM Fri SA 9AM-12PM SU 1-5PMThe</b>	<b>IT action</b>	<b>January 5, 2026</b>
<b>Printer / Copier Checks</b>	<b>IT will perform multiple daily printer checks; leave paper at strategic printers</b>	<b>IT action</b>	<b>January 5, 2026 – January 23, 2026</b>
<b>Welcome Email</b>	<b>IT sends a Welcome Back email with reminders and updates to Faculty/Staff/Students</b>	<b>IT action</b>	<b>January 5, 2026</b>
<b>Resend Welcome Email</b>	<b>IT sends a Welcome Back email with reminders and updates to Faculty/Staff/Students</b>	<b>IT action</b>	<b>January 12, 2026</b>
<b>First day of classes</b>			<b>January 12, 2026</b>
<b>Classroom Survey</b>	<b>IT sends out a start of the semester survey</b>	<b>IT action</b>	<b>January 13, 2026</b>