

# Wish List Instructions

## Why complete the wish list?

Below is a list of instructions for submitting and completing the wish list. If you would like to be considered to teach a course for the upcoming term, this wish list method must be used to submit your course preferences. If we do not receive a completed wish list from you, we will interpret this to mean that you do not wish to be considered for a course assignment.

## Wish List Deadline

The **fall** wish list will be open for submissions **April 15-26, 2024**.

## Steps to Complete the Wish List

1. Select this link: [wishlist.midmich.edu](http://wishlist.midmich.edu)
2. Log in with your MidMich portal credentials.
3. Select '2024FA' from the "Open Wish Lists" box.
4. Once the page loads, please refer to the top box for instructions.
5. Scroll on page to the 'Search' box and enter the desired course (such as ACC.201). The format (example ALH.100) is required to match the example for the most accurate results.
6. After the page populates the course section offerings, click the grey plus "+" of the section you would like to be considered for a teaching assignment. (You may select as many as desired).
  - a) Note that this list will contain 'active' and 'shadow' status offerings. Should you choose a 'shadow' status option, there is no guarantee that the class will become 'active' and run.
  - b) These are being made available to you now so that in the event a class is needed to be opened, it will have a faculty member assigned.
  - c) If you fill out availability to teach online, please keep in mind that you must be credentialed to teach online. If you have not completed the training, you can start

the [Learning to Teach Online at Mid Credentialing](#) at any time, but it must be completed before the beginning of the semester. If you have any questions please reach out to Michael Schram ([mschram@midmich.edu](mailto:mschram@midmich.edu)).

7. Selections will populate in the “Wish Lists Contents” box. You can remove an item by either clicking the red **X** after the section name within this box or the minus “–” symbol within the search results list.
8. Add any comments that will aid the Dean’s consideration when reviewing your request in the “Comments” box (list of courses previously taught, recent earned degrees, etc.). Make sure to click the blue ‘**save comments**’ button. Otherwise, the comments will not be included within the email confirmation message. Nor be sent to the Deans.
9. Once you’re satisfied with your list and comments, click the green “**Email Me a Copy**” button of the ‘Wish List Contents’ box. An immediate confirmation message appears at the top of the page in green. Additionally, an email message titled “Teaching Wish List Confirmation” will be sent to your MidMich email account. This is the part that means: your Wish List has been submitted.
10. Should you decide to retract previously submitted preferences or make additional requests, you may make adjustments and submit another Wish List by following steps 1-9 (as long as it’s during the “open” period).

Please let me know if you have any questions. You will be able to view which classes you have been assigned to in [Self Service](#).

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