



Survey Processing Information Sheet

The Survey Response Report provides a simple count based on survey responses.

Surveys may be submitted to Information Technology, Building 23, from 7:30 a.m. until 4:30 p.m., Monday through Friday. Survey results may be picked up after 7:30 a.m. the following day.

FOR INFORMATION, CALL EXTENSION 4357

Please complete the “INSTRUCTOR EXAM LOG SHEET” in the entrance lobby when you pick up your survey.

Please Note: STUDENTS MAY NOT PICK UP THE SURVEYS FOR INSTRUCTORS

**SHEETS MAY NOT BE FOLDED, TORN,
STAPLED, OR 3-HOLE PUNCHED**

For prompt and accurate survey processing, please follow these directions:

- A **No. 2 pencil** must be used for marking all sheets.
- This Coversheet must be completed and included when submitting surveys or evaluations.
- **Erasures must be complete.**
- Make no marks on the black horizontal lines along the left side of the answer sheets.

Please complete the following information and submit this sheet with surveys to be processed.

Campus Phone Extension: _____ **Off Campus Telephone:** _____

Course ID: _____ **Class Reference Number:** _____

Number of Surveys submitted: _____

INSTRUCTOR NAME: _____ **DATE:** _____