FROM: Daniel Moynihan, Registrar

 Lisa Gibson, Assistant Registrar

RE: Student Course Evaluations for Fall 2018

It is time to administer student evaluations for the Fall 2018 semester. Evaluations will be available for you beginning on **Tuesday, November 27, 2018*.*** You should pick them up at the appropriate location, which is listed below.

* You must pick up evaluations for each class at the location listed below, prior to the last class.
* A student proctor should administer evaluations while you step out of the room
* Student proctors must return the evaluations to the locations listed below. (This information will be on their instruction sheet, located inside the envelope)**.**

**In order to ensure completion and drop-off of your evaluations, please do them in the first 15 minutes of class. Then have a student bring the evaluation packet to the designated drop-off location immediately**.

**BEDFORD CAMPUS:**

**All DAY, EVENING & WEEKEND CLASSES HELD PICKUP/DROP-OFF LOCATION**

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| All Day, Evening & Weekend Faculty who teach on the Bedford Campus (Academic Resources, Bedford House, Henderson Hall, North Academic, or South Academic bldg.) | \* Student Information CenterEnrollment Center, Bldg. 9 |

**LOWELL CAMPUS:**

**DAY, EVENING & WEEKEND CLASSES HELD PICKUP/DROP-OFF LOCATION**

|  |  |
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| All Day, Evening & Weekend Faculty who teach on the Lowell Campus Cowan, Federal, Howe, or Academic Arts buildings | \* Student Information Center, Lowell Cowan - Ground Floor |

**DAY, EVENING & WEEKEND MIDDLE ST. CLASSES HELD PICKUP/DROP-OFF LOCATION**

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| Lowell Derby building courses (minus DHY and AHP)All Nursing coursesAll DHY coursesAll AHP courses | Diane Coakley, Derby - 4th floorDiane Coakley, Derby - 4th floorSarah Peterson-Taggard, Derby, 2nd floorKara Guida, Derby- 404 |
| Lowell Talbot (including all Science courses taught on Middle St.)Also, All DAS, DLT, MAS, and MLT courses | Maria Vazquez, Talbot, 208Maria Vazquez, Talbot, 208 |
| Lowell Pollard building courses | Ann-Marie Dodge or Fay Hourihan, Pollard 301 |

**\*The Student Information Center hours are Monday – Thursday 8:30 am – 7:00 pm and Friday 8:30 am – 5:00 pm.**

**Evaluations must be completed and returned to the location above by 7:00pm on Tuesday, December 18th, 2018 at the latest. \* Off-term class evaluations must be returned to the above locations by the last day of class.**

If you cannot locate your evaluation packet, please contact Lisa Gibson at x3625.