

MIDDLESEX COMMUNITY COLLEGE

MEMORANDUM

FROM: Daniel Moynihan, Registrar
Lisa Gibson, Assistant Registrar

RE: Student Course Evaluations for Fall 2017

It is time to administer student evaluations for the Fall 2017 semester. Evaluations will be available for you beginning on **Tuesday, November 28, 2017**. 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
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 Center Enrollment Center, Bldg. 9

LOWELL CAMPUS:

DAY, EVENING & WEEKEND CLASSES HELD	PICKUP/DROP-OFF LOCATION
All Day, Evening & Weekend Faculty who teach on the Lowell Campus Cowan, Federal, or Howe buildings	* Student Information Center Lowell Cowan - Ground Floor

DAY, EVENING & WEEKEND MIDDLE ST. CLASSES HELD	PICKUP/DROP-OFF LOCATION
Lowell Derby building	Diane Coakley or Kara Guida, Derby - 4 th floor
Lowell Talbot	Sarah Peterson-Taggard, Talbot-5 th floor
Lowell Pollard	Ann-Marie Dodge or Fay Hourihan, Pollard 301

***The Student Information Center hours are Monday – Thursday 8:30 am – 8:45 pm, Friday 8:30 am – 5:00 pm and Saturday 8:30 am – 12:00 pm.**

Evaluations must be completed and returned to the location above by Friday, December 22, 2017 at the latest.

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