

**Schedule Fall 15 week courses (September 3 – December 19, 2008)**

September 3	Classes begin
Sept 3 – Nov 13	Academic Affairs, Registrar's Office, and IT review class schedules, remove classes with < 5 students, intramural sports, FY Seminar, etc.
November 13	Information to Deans
November 17	Announcement email to Directors / Chairs to forward to faculty
November 24 – December 3	Hard copy of instructions in Faculty mailboxes to distribute bookmarks to students – Course Evaluations are now <u>ONLINE!!!</u>
November 26	Email to Administrative Assistants with information about Bookmarks
November 28	First email to active students only– Announcement about CoursEval process (student names are deleted after course drop date)
December 1 - 19	Computer labs may be booked for CoursEval form completion (493-3962)
December 3	Article in <i>Echo</i>
December 5	Survey open - Email to students that CoursEval form is ready for them to complete
December 9	Reminder email to nonparticipating students to complete CoursEval form Directors / Chairs / Deans receive Response Rate update
December 12	Reminder email to nonparticipating students to complete CoursEval form Directors / Chairs / Deans receive Response Rate update
December 17	Reminder email to nonparticipating students to complete CoursEval form Directors / Chairs Deans receive Response Rate update
December 19	Final reminder email to nonparticipating students to complete CoursEval form Term ends. CoursEval ends @ midnight
December 20	Students have access to grades
Dec 20 – Jan 8	CoursEval results reviewed by Dean / Directors / Chairs
January 9	CoursEval results available to Faculty for review