Processing course evaluations is one of the many services of Scanning Services in Information Services & Technology. Please contact Lo-Su King at 617-353-8238 or lsking@bu.edu if you would like having your course evaluation processed. This would entail the cost, your questionnaire, and the analysis, or the procedure for processing the course evaluations. An appointment is needed for dropping off a course evaluation. The results will be delayed if dropped without a prior appointment. A requisition or purchase order authorizing this service must be received at the time the course evaluation is dropped off. We cannot initiate any work without a requisition or purchase order.

Results will be ready approximately two to three weeks after Information Services & Technology receives the evaluations. When the results are completed, you will be notified by phone or e-mail, at the earliest. Please be prepared to pick up all the envelopes containing scantron sheets as well as the analysis/ results.

Following are some of the guidelines for preparing course evaluations to be processed:

1. Evaluations for each course should be placed in separate envelopes. All blank sheets, questionnaires or other additional sheets should be removed.
2. All the scantron sheets placed in an envelope should be oriented in similar way.
3. All the envelopes should be numbered and be listed alphabetically by course number.
4. The course list should be prepared according to the following guidelines:
   - If course list is a word document, use layout
     Seq#, School/College, course #, Course title, Prof Name, # of students enrolled.
     Example
     1, CAS/CS, CS 101 –A1, Intro to Computers, John Smith, 30
     2, CAS/CS, CS 102 B1, Intro to Web Computing, Frank Smith, 45
     (Note: each field is separated by a comma)
   - If course list is in Excel format, use layout:
     Seq# | School | Course # | Course title       | Instructor Name | # enrolled
     --- | ------ | -------- | ------------------- |-----------------|----------
     1   | CAS/CS| CS 101-A1| Intro to Computers  | John Smith      | 30
     2   | CAS/CS| CS 10-B1 | Intro to Web Com   | Frank Smith     | 45

5. The course list can be saved on a CD and sent along with the envelopes, or the course list can be e-mailed to lsking@bu.edu
6. Please include a hard copy of the course list and a copy of the questionnaire.

Please feel free to contact Lo-Su King at 617-353-8238 or e-mail lsking@bu.edu if you have further questions or concerns.
Evaluation Information Form

College/School__________________________________________________________

Semester______________________________________________________________

Contact person________________________________________________________

Telephone______________________________________________________________

Number of results needed_______________________________________________

Remarks_______________________________________________________________

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Please attach a copy of questionnaire with your course evaluations.