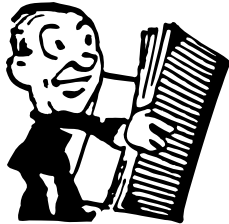




**Department of Enrollment Services**  
*Testing Center*

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## School of Business Teaching Evaluations



Evaluations must be brought in as a set each semester. All evaluations you wish to have scanned and reported as a group must be dropped off at the same time. Evaluations for the same semester that are dropped off at a later date, may not be included in the overall group statistics.

1. Each course evaluation envelope should include a **green X-5** the professor's name, then a **blue X-10** with the course #, section, year and semester and then the blue and/or red custom evaluation forms.
2. Evaluations are dropped off at the front desk in Mellencamp Hall, room B28 for processing. An **Evaluation Processing Form** must be filled out providing the requested information.
3. Files are placed on Pantherfile for access.

Please plan on allowing two weeks for the processing of all evaluations. If the required / agreed upon format is not followed, the evals will be returned for correction. If there are minor discrepancies the process may take longer than the two-week turn around time. If you are planning to change the format of your department evaluations or pre-slugged scannable sheet, you must contact Lisa Kasten in the Testing Center at 6388 the semester prior to implementation.

Thank you for your cooperation.