

SOS Processing Reminders

For maximum efficiency, please complete the following steps before submitting on-campus SOS forms for processing. More information is listed in the SOS Manual and online at the SOS Support Center.

Labels

- Place label on the front upper right corner of the 10 x 13 envelope (see example).
- If submitting for a GA in place of the instructor, cross out the faculty name, clearly print GA's full name and write "GA" on label.
- If submitting for a GA and you used the label for the faculty, make a label with GA's full name, global ID, short course name, and course reference number (CRN).
- If instructor is up for tenure or reappointment, please make a note on the label so that the SOS can be expedited.
- Do NOT cross off any other information on the label (info is used for processing).
- DO NOT WRITE ON THE ENVELOPE, as they will be reused in future semesters.
- Any notes (i.e. GA, faculty name, tenure, etc.) should be written on the label, not on the envelope.
- If you do not have a furnished label, prepare a white label with the following information: faculty's full name (not nickname), global ID, short course name (e.g. BIO 101), and CRN (8 digits).

Please note the following:

- *Envelopes received without the furnished label or with changes to a label, will be set aside for verification before processing.*
- *Envelopes received without the proper label will be returned to department for correcting.*

Contents

- Include one header sheet on top of scantrons.
 - Do not write on the header sheet.
 - It will be pre-printed indicating "Header Sheet" and the first 6 'x' filled in for faculty ID.
- Verify that SOS forms enclosed are for course & faculty listed on the label.
- Check that the CRN, faculty global ID **and corresponding circles** are correct and completed in **PENCIL**.
- **FIXING ERRORS: If you receive forms that are completed in pen, or have an incorrect CRN or global ID, place these forms in the middle of the stack. Check carefully that the first and last scantrons are completed accurately in pencil (and make sure the corresponding circles are completed correctly). The first and last scantrons must be accurate! If they are not, find and place accurate scantrons first and last or, as a last resort, erase and correct the corresponding circles for CRN and global ID.**
- Place all sheets in the same direction.
- Remove all blank forms and any instruction sheets, individual opinion surveys, etc.
- Do not use rubber bands, staples, or paper clips on the forms.

Envelopes

- Remove any staples or items you have taped to the envelope.
- DO NOT TAPE OR SEAL envelope closed (unless the clasp is broken) as these are reused.
- Other than the label area, no other writing should appear on the envelope.
- Submit completed packets to: Academic Planning & Analysis, WA 312U.
- Packets that are submitted without proper preparation will be returned to the department. A worksheet noting what needs to be corrected will be attached to each envelope.
- Packets can be hand delivered or sent through campus mail (if time permits).

Example of SOS Envelope



Please take exceptional care of the envelopes, as they will be reused.

- Use colored label from APA or make a white label with Instructor's full name (no nicknames), Global ID, short course name and course reference number (CRN).
- Do not write on the envelope. Make any necessary changes on the label.
- Do not staple or tape any attachments to the envelope.
- Do not place extra labels on envelope.
- Do not tape or seal envelope closed (unless the clasp is broken).

Example of SOS Envelope with Multiple Courses

You may submit multiple courses (for one instructor) in one SOS envelope. Include all applicable labels and write "ALL" next to the CRN on the label.



If you wish to have scantrons processed as one section, please write "ALL" next to the CRN on the label. Include all applicable labels below the master label.

Again, please take exceptional care of the envelopes, as they will be reused.

- Use colored label from APA or make a white label with Instructor's full name (no nicknames), Global ID, short course name and CRN.
- Do not write on the envelope. Make any necessary changes on the label.
- Do not staple or tape any attachments to the envelope.
- Do not place extra labels on envelope.
- Do not tape or seal envelope closed (unless the clasp is broken).