

# SOS Processing Notes for Departments

Be sure to complete the following steps before submitting SOS forms for processing:

## Envelopes & Labels:

- Place label on the **front upper right corner** on 8 ½ x 11 envelope
- If submitting for a GA in place of the instructor, cross out the faculty name, clearly print GA's full name and **note "GA" on label.**
- If submitting for a GA and you used the label for the faculty, you will need to make a label with GA full name, global ID, course name, and CRN #.
- **If instructor is up for tenure or reappointment, please note on the label and I will process these faster**
- **Do NOT cross off any other information on the label** (info is used for processing)
- **DO NOT WRITE ANY OTHER INFORMATION 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, please prepare a "white" label with the following information: faculty name, global id, course name (ie BIO 101), and course reference number (8 digits).**

## Please note the following:

1. Envelopes received without the furnished label or with changes to a label, will be set aside for verification before processing.
2. Envelopes received without the proper label will be returned to department for correcting.
3. **Only submit forms for "ON-CAMPUS" courses for processing**

## Before submitting, check each envelope for the following:

- Header sheet
  - Supplied with first 6 'x' filled in and "Header Sheet" printed on it
  - Must **not** include any other information or markings
- SOS forms enclosed are for course & faculty listed on label
- **CRN # and faculty global ID are correct and the corresponding circles are filled in PENCIL**
- All sheets are facing the same direction
- Remove all blank forms
- Remove 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: Institutional Research, 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)