Course evaluation instructions

Log in to your student account in Sonis. Once logged in, go to the left side of the screen and click *Academics.* A drop-down menu will appear. Select *Schedule*. Then choose the correct semester from the next drop-down menu.

Once your schedule is in view, click on the course description to access the course evaluation. Each course has its own evaluation so make sure to click the description on EACH individual course. You must complete ALL evaluations before you can view final grades.

A separate window will open for each evaluation. Maximize the window to have full access. The evaluation consists of 19 multiple choice questions and an optional comment box at the end. Make sure to answer all questions and click SUBMIT EVALUATION at the bottom of the screen when finished. A message will show *Evaluation Submitted*. You may now close this window and proceed to your next evaluation.