



Statement of Understanding for

Course Chairs, Site Directors & Student Coordinators

Return completed form to Gezelle Miller (Fax: 310-794-9574, DGSOMSAO@mednet.ucla.edu), in the Student Affairs Office. Your MyCourses account information will be e-mailed to you once the form has been processed.

Print Full Name: _____

Department & Hospital/Facility _____

Business Address (Only): _____

City: _____ Zip: _____

Business Phone # (Only): _____ Business E-mail (Only): _____

Electronic Student Performance Evaluations in MyCourses are "official university documents." Please read each point and sign

- I understand that evaluations completed in MyCourses are official university academic records.
- I understand that the deadline for submitting the FINAL Student Performance Evaluations via MyCourses is **no later than four weeks** after the clerkship has ended.
- I understand that I cannot share my MyCourses login and/or password with anyone, not even an assistant working in my office. Each person using MyCourses must use their own account.
- I understand that I will not use anyone else's login/password to access MyCourses.
- I understand that all accounts for the MyCourses system are ultimately approved by the course chair.

Signature _____ Date: _____

I am replacing _____ Date Effective _____

Course #	Role		
_____	Course Chair (faculty) <input type="checkbox"/>	Site Director (faculty) <input type="checkbox"/>	Student Coordinator <input type="checkbox"/>
_____	Course Chair (faculty) <input type="checkbox"/>	Site Director (faculty) <input type="checkbox"/>	Student Coordinator <input type="checkbox"/>
_____	Course Chair (faculty) <input type="checkbox"/>	Site Director (faculty) <input type="checkbox"/>	Student Coordinator <input type="checkbox"/>
_____	Course Chair (faculty) <input type="checkbox"/>	Site Director (faculty) <input type="checkbox"/>	Student Coordinator <input type="checkbox"/>

If you have any questions or need any assistance, Gezelle Miller, (310-825-3848, gmliller@mednet.ucla.edu)

For Internal Purposes Only				
User Information	Evaluations	Update Catalog & Handbook	Listservs	
Add/Edit User _____	Add Summarizer _____	MyCourses Catalog _____	Required Chair _____	E-mail Access _____
Modify User Access _____	Add Sign-Off _____	Handbook _____	Required Coordinator _____	VSAS Account _____
	Manage Evaluators _____	Handbook Web Page _____	Elective Chair _____	Scanned & Saved _____
			Elective Coordinator _____	