



07 September 2011

Memorandum ECA No. 11 - 10

FOR: ALL COLLEGE SECRETARIES

FROM:  EVANGELINE C. AMOR, Ph.D.
University Registrar

RE: Review of SET Questionnaire and Class SET Configuration

In pursuit of a successful administration of the **Online SET**, this semester, the CRS Team would like to seek your help in correcting the CRS online data by reviewing / checking the following:

1. Your class offerings must have the appropriate SET Questionnaires. Please use the **SET Questionnaire Viewing** module to review the questionnaires for each class, especially those that do not follow the University-prescribed SET Questionnaire (e.g., for fieldwork classes).

For corrections, please email crssupport@list.up.edu.ph.

2. All classes that are to be evaluated **must already have instructors**. Please update those that still have **TBA instructors**.

For instructors that are **not yet included in your unit's roster of faculty**, please email your requests to CRS Support (crssupport@list.up.edu.ph) so that they can act on them at the soonest possible time.

3. For classes with **multiple instructors**, please make sure that the specifications for SET are correctly indicated (through the **SET Specification** feature of the **Class Submission**).

Please accomplish the above tasks before the SET answering period which is tentatively scheduled to start on **September 12, 2011 (Monday)**.