



Statement of Understanding

For

Course Chairs, Site Directors & Student Coordinators

Return completed form to Gezelle Miller, (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: _____

City: _____ Zip code: _____

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

Electronic Student Performance Evaluations in MyCourses are “official university documents”. Please read each point then 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		
For required clerkships only			
_____	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"/>

Note: Course Chairs and Site Directors must have a UCLA faculty appointment.

If you have any questions or need any assistance contact 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 _____
Faculty Appointment _____	Manage Evaluations _____	Handbook Web Page _____	Elective Chair _____	Scanned & Saved _____
			Elective Coordinator _____	