CCSSE In-Class Administration Instructions

Course Packet Contents
- In-Class Administration Instructions
- Survey Administration Script
- Student Report Information Sheet
- CCSSE Program Code Sheets (or college-tailored Program Code Sheets)
- Special-Focus Items/Custom Survey Items Sheets
- CCSSE Surveys
- #2 pencils

In-class Survey Administration Process
- read the CCSSE Survey Administration Script to the class and follow the procedures it outlines;
- provide each student with the following:
  - **CCSSE Program Code Sheet** (or college-tailored Program Code Sheet) - Students use this sheet to respond to survey item #37 on page 7 of the survey instrument
  - **Special-Focus Items/Custom Survey Items Sheets** - Students mark responses to these items on page 8 of the survey instrument in the Additional Items section, **NOT** on these sheets
  - **CCSSE survey** - Each course packet contains enough surveys for the enrollment figure listed on the course packet label
  - **#2 pencil** - Students **MUST** complete the survey with #2 pencils; surveys completed in pen will **NOT** be scanned;
- complete the bottom section of the Student Report Information Sheet using a #2 pencil, and sign it to indicate that the Survey Administration Script was read to the class;
- collect completed surveys at the end of the class period and place them in the original course envelope along with the signed Student Report Information Sheet; unused surveys and ancillary materials can be discarded or recycled;
- collect pencils for use in other classes; and
- return the completed surveys and corresponding signed Student Report Information Sheet in the original course envelope to the Campus Coordinator.

FAQs
- Students have already completed **CCSSE**: Students may choose not to take the survey again. However, the Center asks that all students remain in the classroom during the administration time.
- Survey completion time: Historically, the survey has taken students approximately 45 minutes to complete; however, it is possible that the survey may take longer.
- Students are not able to complete the survey during the class period: Collect all surveys at the end of the class period, no matter how much of the survey students were able to complete.
- For further questions, refer to the “**CCSSE Student FAQs**.”

If a student arrives late they can start it but you must collect the surveys all at the same time (at the end of the 50 minute block.)