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# TRINITY VALLEY COMMUNITY COLLEGE

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## Student Evaluation of Instructor Student Instructions

*Trinity Valley Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For questions or concerns regarding discrimination based on sex, including sexual harassment, contact: Director of Human Resources/Title IX Coordinator, 100 Cardinal Drive, Athens, TX 75751, 903-675-6215, [humanresources@tvcc.edu](mailto:humanresources@tvcc.edu). For questions or concerns regarding discrimination based on a disability, contact ADA/Section 504 Coordinator, 100 Cardinal Drive, Athens, TX 75751, 903-670-2068, [disability@tvcc.edu](mailto:disability@tvcc.edu).*

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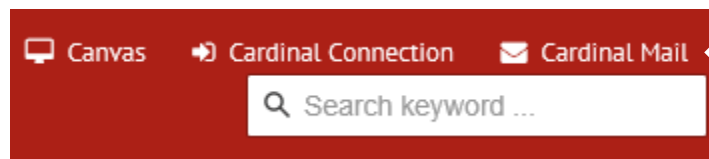
### Step 1

Go to TVCC Website at the following link:

<http://www.tvcc.edu/>

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### Step 2



Click on **Cardinal Mail**

[CardinalMailSignInLink](#)

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### Step 3



# Cardinal Mail

User name:

Password:

 sign in

Sign in to your **Cardinal Mail**

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## Step 4

Snap-Researcher <websnap@tvcc.edu>

Student Evaluation of Instructor



Identify this email in your inbox & open it

**NOTE\*\*\*You will receive a separate email for each course that you are enrolled in**

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## Step 5

Dear {XXX},

Your chance to give your input is here. Don't miss out!!!

The course evaluation for {XXX}, {XXX} will open on XXX at 12:00 pm and will close on XXX at 11:59 pm.

The passcode for this survey is: {XXXXXXX}

Please enter this code when prompted. Do not copy and paste the access code or it will add extra spaces to the end.

Please click on the link below to access your instructor evaluation:

[Student Evaluation of Instructor](#)

Instructor evaluations are used to improve courses and your academic experience here at the College. Your opinion is valuable and TVCC wants to hear from you.

Once the student evaluation of instructor is submitted, you will receive an email thanking you for completing the evaluation.


Please do not reply to this email as this email address is not monitored.

Thank you in advance for your time and feedback. TVCC and the Office of Institutional Research greatly appreciate you.

Sincerely,

The Office of Institutional Research  
research@tvcc.edu  
903.675.6313

Trinity Valley Community College  
100 Cardinal Drive  
Athens, TX 75751



This is an example of the email you will receive



Includes your instructor, course, open date & time, close date & time, passcode, & evaluation link

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## Step 6

Please click on the link below to access your instructor evaluation:  
Student Evaluation of Instructor

You must click on link in the email to access your evaluation

**NOTE\*\*\*When prompted, enter the passcode provided in the email. Do not copy and paste the passcode or it will add extra spaces to the end. Complete and submit the evaluation. Once submitted, you will receive an email thanking you for completing the evaluation.**

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## Step 7

If you have any questions, comments, and/or concerns regarding these instructions, please notify me.

Thanks,  
Katie

*Katie Brady McElroy*



Institutional Effectiveness & Research Analyst  
Offices of IR & SPEA  
GSC 110B, 903.675.6313



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