How do I access the On-line Course Evaluation form?

1. After your instructor has requested that you complete the course evaluation, log into your MySanDiego Account.

2. Click on the Torero Hub drop down and click on My Academics.

3. Find the Registration Tools box and click on Registration History.

4. Under the Final Grade column you will see a Course Evaluation link for each course: “Evaluate [Professor’s Name]”. Click on each link to access each evaluation.

Please note: Before you have refreshed the page you can change your evaluation by clicking on the link again. However, once you have refreshed the page you will not be able to edit the evaluation.

5. The on-line course evaluation form is only available 14 days prior to the end of the course and until the professor submits grades. If a letter grade appears under the Final Grade column, then you are no longer able to evaluate the professor.