NCSSM & Summer Ventures Teacher and Counselor Evaluations Guide for Applicants

Timeline

- Sunday, January 29 – 11:59 PM is the deadline for students to input their teacher and counselor evaluator contact information into UNIApp. Your ability to enter evaluation contact information into UNIApp will end at 11:59 PM.
- Monday, February 1 – The evaluation links will begin to be sent from NCSSM Office of Admissions to those email addresses you have provided via UNIApp. Please allow several days for all the links to be sent. If your teacher/counselor has not received our link by the end of the week see FAQ #2 below.
- Wednesday, March 15 – 11:59 PM is the deadline for teachers and counselors to complete an evaluation on your behalf. Like many of you, many teachers also like to wait until the last minute. Do not unnecessarily bother them with constant inquiries. This will not help your evaluation process. Be patient and let the system work.

FAQ #1: I missed the deadline for entering my teacher counselor information. What do I do?
Submit an evaluator change request in UNIApp under the evaluators tab. Provide all the information you did not submit correctly in UNIApp before the deadline. Double check every bit of information before submitting it. Make sure you are providing the email address the teacher/counselor wants you to provide and not something you found on the Internet. Talk to your teachers before sending it.

FAQ #2: My teacher or counselor did not receive the link. What do I do?
If you entered your information into UNIApp, but the evaluator did not receive the link by Friday, February 3rd follow these steps:
1. Check UNIApp. Cut and paste the address you provided in UNIApp into your email and send a test email to the teacher or counselor.
2. If the email does not go through you probably mistyped the information into UNIApp or gave us the wrong email for that person. Submit an evaluator change request in UNIApp under the evaluators tab. Read FAQ #1.
3. If your test message is received by the teacher/counselor politely ask them to check their email from Feb 1 to Feb 4 and to include a check of their INBOX, TRASH and SPAM folders.
4. If the email is valid and the teacher cannot find our email link in their folders, the teacher should send us email from the account they wish to use requesting that we reply to their email with the link. If a firewall is preventing them from receiving our link, we can usually send it as a REPLY to their inquiry. They should email: admissions@ncssm.edu.

FAQ #3: How do I know a teacher or counselor has completed my evaluation?
You will know when your evaluation has been completed by checking UniApp. When a teacher has completed 100% of the evaluation, your footprint (or alternate theme piece) for that evaluation will light up.

FAQ #4: The March 15th deadline is approaching and my evaluation is not complete in UNIApp. What do I do?

1. Calmly ask your teacher if they have filled out the evaluation yet. Respectfully remind them that the deadline is March 15th. Do not do this repeatedly. Once or twice is enough.
2. If they do not have the evaluation link, go through all the steps in FAQ #2. If you have given us all the correct information, then it is up to the teacher or counselor to contact us via their email and we can respond with the link. Sometimes the school system has firewalls and filters that block our email. We will work with the teacher to correct these issues. DO NOT CONTACT US yourself asking us to resend the link to them. By this stage of the game we’ve done that multiple times already and if they can’t find it then something is preventing them from receiving our email and they need to contact us at: admissions@ncssm.edu
3. Don’t Panic: Your evaluators have until March 15th to respond. Two thirds of you submitted your application within 48 hours of the final deadline. Many adults are no different and like to wait until near the deadline.
4. Do NOT contact us asking if we’ve received it. We will be very busy helping the teachers and counselors who will be requesting assistance. Use your UNIApp account to find out if we have received it.