

Western Michigan University

ICES Online Timing Schedule

The following schedule was created by the ICES Online Implementation Committee. The schedule makes the following assumptions based on committee decisions and review. During Spring and Fall semester, students will have 14 days to complete evaluations; this is the two weeks prior to finals. During Summer I and Summer II semester the evaluation window for students is 7 days, one week prior to finals.

Spring Semester – 16 Weeks

Instructor introduction e-mail sent – Week 1

Last day to drop – Week 2

Invitations to instructors e-mailed to add questions to their evaluations – Week 4

Course roster data imported into ICES Online – Week 5

Department chair introduction e-mail sent – Week 6

College dean introduction e-mail sent – Week 6

Instructor reminder #1 e-mail sent – Week 6

Instructor last day to add questions to their evaluation – Week 8

Course roster data imported into ICES Online (Phase II) – Week 11

Instructor reminder #2 e-mail sent – Week 14

Student invitations to fill out evaluations – Week 14, Day 1

Student first reminder to fill out evaluations – Week 14, Day 5

Student final reminder to fill out evaluations – Week 15, Day 1

Student last day to fill out evaluations – Week 15, Day 7

Instructor results released and results e-mail sent – (approximately Week 21)

Department chair results released and results e-mail sent – (approximately Week 21)

College dean results released and results e-mail sent – (approximately Week 21)

Summer I Session – 8 Weeks

Instructor introduction e-mail sent - Week 1

Last day to drop – Week 1, Day 5

Invitations to instructors e-mailed to add questions to their evaluations – Week 2

Course roster data imported into ICES Online – Week 3

Department chair introduction e-mail sent – Week 3

College dean introduction e-mail sent – Week 3

Instructor reminder #1 e-mail sent – Week 3

Instructor last day to add questions to their evaluations – Week 4

Course roster data imported into ICES Online (Phase II) – Week 5

Instructor reminder #2 e-mail sent – Week 7

Student invitations to fill out evaluations – Week 7, Day 1
Student first reminder to fill out evaluations – Week 7, Day 3
Student final reminder to fill out evaluations – Week 7, Day 5
Student last day to fill out evaluations – Week 7, Day 7
Instructor results released and results e-mail sent – (approximately Week 12)
Department chair results released and results e-mail sent – (approximately Week 12)
College dean results released and results e-mail sent – (approximately Week 12)

Summer II Session – 8 Weeks

Instructor introduction e-mail sent - Week 1
Last day to drop – Week 1, Day 5
Invitations to instructors e-mailed to add questions to their evaluations – Week 2
Course roster data imported into ICES Online – Week 3
Department chair introduction e-mail sent – Week 3
College dean introduction e-mail sent – Week 3
Instructor reminder #1 e-mail sent – Week 3
Instructor last day to add questions to their evaluations – Week 4
Course roster data imported into ICES Online (Phase II) – Week 5
Instructor reminder #2 e-mail sent – Week 7
Student invitations to fill out evaluations – Week 7, Day 1
Student first reminder to fill out evaluations – Week 7, Day 3
Student final reminder to fill out evaluations – Week 7, Day 5
Student last day to fill out evaluations – Week 7, Day 7
Instructor results released and results e-mail sent – (approximately Week 12)
Department chair results released and results e-mail sent – (approximately Week 12)
College dean results released and results e-mail sent – (approximately Week 12)

Fall Semester - 15 Weeks

Instructor introduction e-mail sent – Week 1
Last day to drop – Week 2
Invitations to instructors e-mailed to add questions to their evaluations – Week 4
Course roster data imported into ICES Online – Week 5
Department chair introduction e-mail sent – Week 6
College dean introduction e-mail sent – Week 6
Instructor reminder #1 e-mail sent – Week 6
Instructor last day to add questions to their evaluation – Week 8
Course roster data imported into ICES Online (Phase II) – Week 10
Instructor reminder #2 e-mail sent – Week 13
Student invitations to fill out evaluations – Week 13, Day 1

Student first reminder to fill out evaluations – Week 13, Day 5

Student final reminder to fill out evaluations – Week 14, Day 1

Student last day to fill out evaluations – Week 14, Day 7

Instructor results released and results e-mail sent – (approximately Week 20)

Department chair results released and results e-mail sent – (approximately Week 20)

College dean results released and results e-mail sent – (approximately Week 20)