

Instructions to Administer the Noel Levitz Student Satisfaction Survey:

Please announce before Administering the Survey:

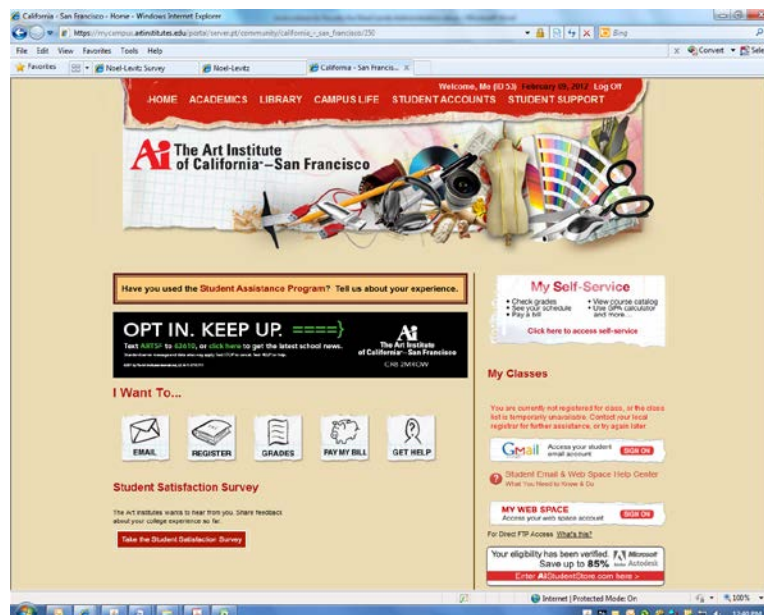
Your feedback is important to us! Once a year The Art Institutes asks our students to complete the national Noel-Levitz student satisfaction survey so that we can determine whether our staff, faculty, services, resources, curriculum and technology are meeting your standards. The Inventory is designed to assess how **important** you feel about the areas of the school as well as your respective levels of **satisfaction**.

Your academic experience is incredibly important to us and without your feedback we would not be able to address any concerns or issues. We use this information in helping to make improvements with the school or to continue those items that are working well.

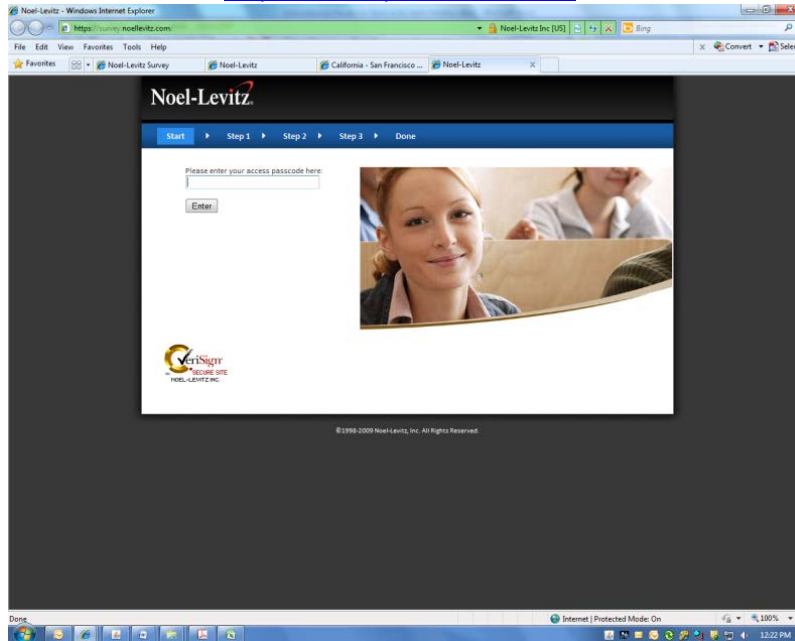
This survey should take 15 – 20 minutes. If you already have taken the survey, you will receive a notice indicating that you have already taken the survey.

Instructions:

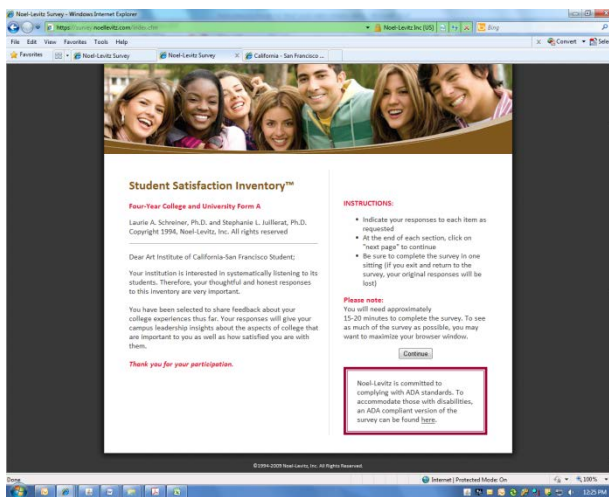
1. Go to your MyAiCampus e-mail account and search for the e-mail sent by Annie Yu with the subject line: **“Art Institute Student Satisfaction Inventory invitation”**. The Email will contain a link to the survey (<https://survey.noellevitz.com>) and your unique password.
 - a. Please click the link and enter your password.
2. If your e-mail account is not set up, please log in to <http://myaicampus.com> to access the survey on the homepage by clicking, **“Take the Student Satisfaction Survey”**
 - a. *If this is your first time using myaicampus, you will need to create an account- Under “First Time User”, click on “click here to create a new account”.*



<https://survey.noellevitz.com>



3. Once you have logged in, please read the Instructions before beginning the survey.

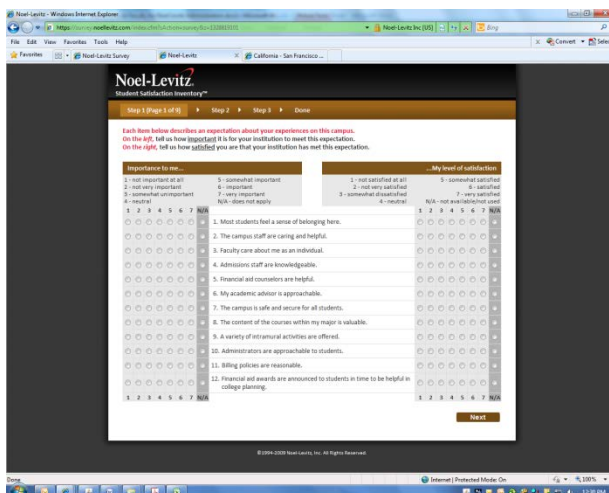


INSTRUCTIONS:

- Indicate your responses to each item as requested
- At the end of each section, click on "next page" to continue
- Be sure to complete the survey in one sitting (if you exit and return to the survey, your original responses will be lost)

Please note:

You will need approximately 15-20 minutes to complete the survey. To see as much of the survey as possible, you may want to maximize your browser window.



Each item below describes an expectation about your experiences on this campus.

On the left, tell us how important it is for your institution to meet this expectation.

On the right, tell us how satisfied you are that your institution has met this expectation.

Questions **23, 30, 40**, pertain to school-sponsored housing and should be completed by **only those students who live in student housing**. Students who do not live in school sponsored housing should select "NA" for those questions.

You should select "N/A- does not apply" for items not applicable to your experiences.

Important Student Affairs Contact Information:

David Lee, Director of Residential Life & Housing, dmlee@aii.edu, 415-276-4020

Adam Yamaguchi, Student Support & Disabilities Services Coord, ajyamaguchi@aii.edu, 415-276-1060

Annie Yu, International Student Advisor, ayu@aii.edu, 415-276-4029

Student Affairs Reception Desk, 415-276-4050

How to...Create a new Account on My Ai Campus

Type www.myaicampus.com and under “First Time User” click on “click here to create a new account.”

Step 1: Type in your Social Security Number or Student Identification Number, First Name, Last Name, and select The Art Institute of California- San Francisco for the campus. When finished, click submit. If MyAiCampus gives an error message stating it was not able to locate you in the system, contact a MyAiCampus Administrator for help.

Step 2: Your information will show on the screen. Click continue to verify your identity. To update your information, go to the Registrar’s Office on the 7th Floor to fill out a Change of Information Form. If your information is incorrect, contact a MyAiCampus Administrator for help.

Step 3: Create a username and type in your password twice. The password must be at least 8 characters long and contain an uppercase letter, a lowercase letter, and a number. Then select and answer three security questions. When finished, check the box and then click submit.