Opt out of giving SEI

Some instructors may choose to opt out of giving a student evaluation of instruction. An example would be if an evaluation is given in another system. An instructor **MUST** go into SEI and complete the following steps to opt out and stop receiving reminders.

### Opt Out

1. Open a web browser and go [http://it.wvu.edu/sei](http://it.wvu.edu/sei), **Login** using your WVU credentials.
2. **Select** the **Section** you wish to opt out of SEI.
3. **Select Opt out** next to the course section.
4. **Select Finalize** to save your settings.
5. To confirm the settings have been saved, **This task has been completed** will appear instead of the Finalize button.

### Reminders

- **MUST** be completed for each course, every semester.
- Students will not receive an evaluation for your course.
- You will not be notified again.