



2016 CSS Shipping and Handling Instructions

Institutions will be billed for additional processing costs if the directions below are not followed or the surveys are damaged in any way.

1. Remove blank surveys.
2. Remove flaps and all additional sheets of paper.
3. Remove paper clips.
4. Do not fold or staple the surveys. Surveys must be packed flat.
5. Stack the surveys with Page 1 facing up and all surveys oriented in the same direction.
6. Go to <http://z.umn.edu/cssshippingform> (Shipping Form) and fill out the form. You will need the following information:
 - a. ACE Code: (you can find your ACE on your Order Summary or in the HERI registration portal)
 - b. Institution Name:
 - c. Contact Name:
 - d. Phone:
 - e. Email:
 - f. # of completed surveys:
 - g. # of boxes:
 - h. Date Shipped:
 - i. Shipped via:
 - j. Tracking #:
7. **Print the Shipping Form and place it on top of the surveys. If more than one box is being shipped, place the form in Box 1.**
8. If the surveys are being shipped in more than one package or box, please indicate by marking the return labels on each box (e.g., Box 1 of 3). Please return the questionnaires in a batch, rather than singly. If your campus plans to administer the survey by mail or in a proctored setting, students must return the individual surveys to you (where they can be collected and bundled for shipment to our processing center).
9. Surveys should arrive at our processing center no later than **June 24, 2016**. Use a traceable form of parcel delivery such as United Parcel Service (UPS) or FedEx to ship the surveys to the processing center at:

Office of Measurement Services
University of Minnesota
103 University Stores South
879, 29th Ave SE
Minneapolis, MN 55414-2820

If you have any questions regarding your survey administration, please visit the CSS overview page at <http://heri.ucla.edu/cssoverview.php#forms>. You can download the Administration Guidelines and other important documents related to CSS.

