GRADUATING STUDENT INFORMATION FORM INSTRUCTIONS

First, make sure you’re using this link: Graduating Student Information Form

Make sure you don’t have any pop-up blockers turned on and that you’re not behind a firewall.

You will need to login to Simon Exchange with your user name (usually ur\firstname.lastname) and password to access the survey. Once you’re signed in to Simon Exchange, you should see something like this:

Click “Respond to this Survey”.

If you get the message that you’ve already responded to this survey, then you should be able to edit your response.

TO EDIT YOUR RESPONSE
Go back to the Graduating Student Information Form and click "Show All Responses", then a list of responses will appear. Once you find your response (you can sort the column alphabetically by clicking on the "Created By" column), you can hover over the "View Response" link & click the down arrow to pull down the menu choices. You can then click "Edit Response".

Please note that we will not receive your response to the survey until you go through the entire survey and click “Finish”.

NOTE: When responding to the question “Check the degree you expect to receive”, please select “MS Business Administration” for the following MS concentrations: General Management, Health Care Management, Information Systems Management, Manufacturing Management, Marketing, Medical Management, Service Management, and Technology Transfer & Commercialization.

If you have any difficulties with the survey, please contact us at (585) 275-3533 or registrar@simon.rochester.edu.

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