

Metropolitan State College of Denver
Surveying and Mapping Program ~ Distance Delivery
Metro South/ Extended Campus
5660 Greenwood Plaza Boulevard, Suite 100
Greenwood Village, Colorado 80111

For questions, contact Extended Campus
Telephone: (303) 721-1313
Email: mcsd_surdd@mcsd.edu

Student's Instructions: Arranging for Laboratory Proctors

Students taking a distance delivery surveying course, that includes a laboratory, will need to arrange for a proctor to supervise their laboratory procedures.

Guidelines for finding a proctor:

Person must be a licensed surveyor or engineer. This person may not be related to you in anyway.

Very important:

When arrangements have been made, mail the completed proctor form to:

Metro State/ Extended Campus
Surveying and Mapping Distance Delivery
5660 Greenwood Plaza Blvd. #100
Greenwood Village, CO 80111

Or fax form to the Surveying Dept at 303-220-1787

Procedure for all students:

1. Contact proctor.
2. Complete the enclosed proctor form.
3. Mail or fax the proctor information to the Survey department.
4. Proctor returns laboratory documents to Metro Extended Campus.
5. Laboratory is graded; student notified of numerical/ grade.

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