



# Starfish - Faculty Guide

## Financial Aid Attendance Rosters



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For purposes of the Federal Pell Grant Program, the Department of Education requires that an institution of higher education have a procedure in place to track whether a student is attending all classes.

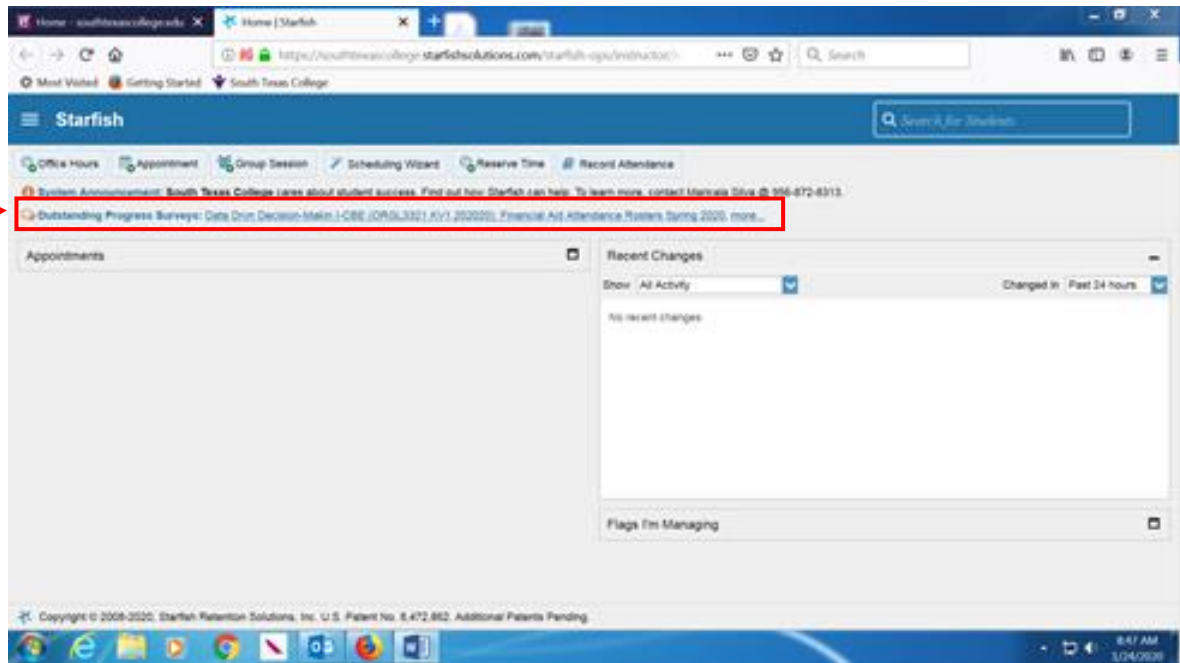
During Fall 2017, Student Financial Services used “STARFISH” to report attendance for the first time. All faculty should use STARFISH to report attendance. This information will be used by the Student Financial Services to adjust or cancel the Federal Pell Grant, and drop students awarded federal aid, if they have not attended their classes, at least, once before census day.

At the beginning of the semester, faculty will receive an email from STARFISH announcing the upcoming survey; at that point, please make time to verify you have an active STARFISH account; otherwise, you will not be able to submit your Financial Aid Attendance Roster (FAAR) verification. Once Student Financial Services has launched the survey rosters, you may begin verifying attendance and submit your rosters. After the launch of the survey rosters, you will receive two deadline reminders. Please note all survey rosters will close on the deadline specified in the notification.

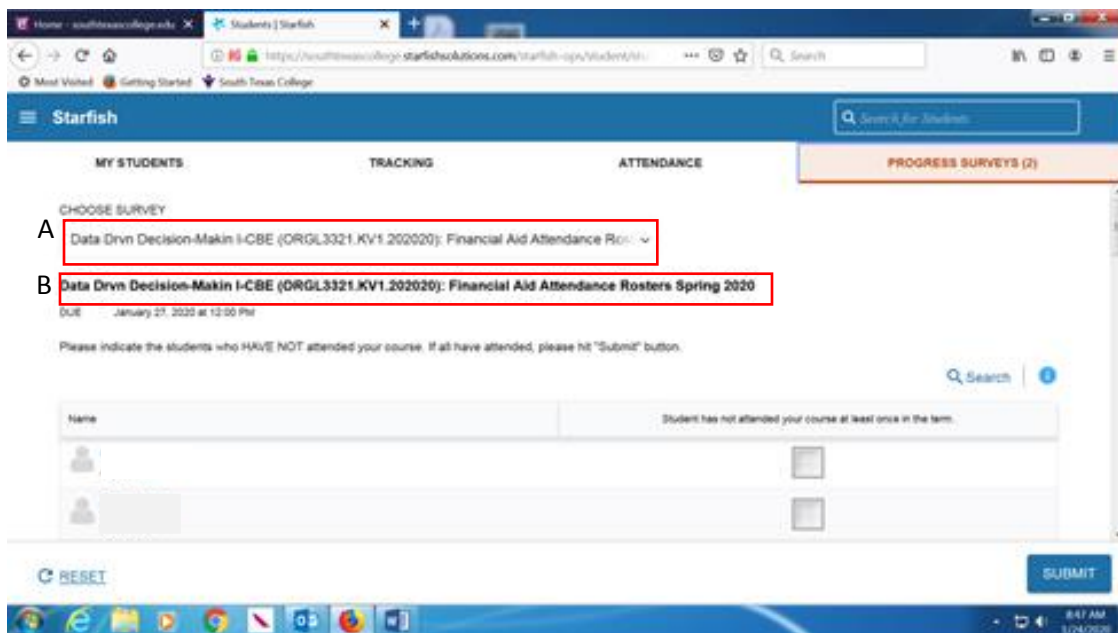
Please note that for all students reported as not attending on week one, you will have an opportunity to clear their “Financial Aid Not Attended” flag during week two and right before Census Day. This will allow Student Financial Services to clear Financial Aid holds and release final refunds to the students that have begun attending class. The following instructions should help guide you as to the FAAR process:

### **Steps 1 through 4 are instructions to work on your progress survey**

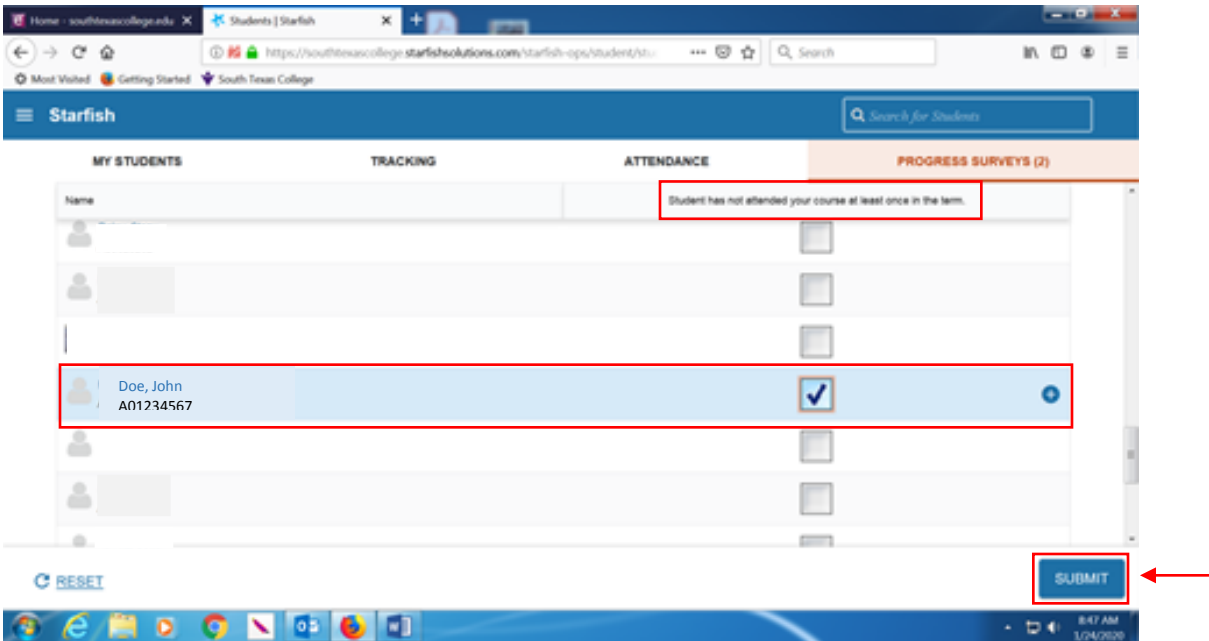
**STEP 1:** Log on to Jagnet, scroll down to the Faculty Apps, and click on the Starfish icon. You will be redirected to Starfish. The following window should appear. Please click on the “Outstanding Progress Survey” link.



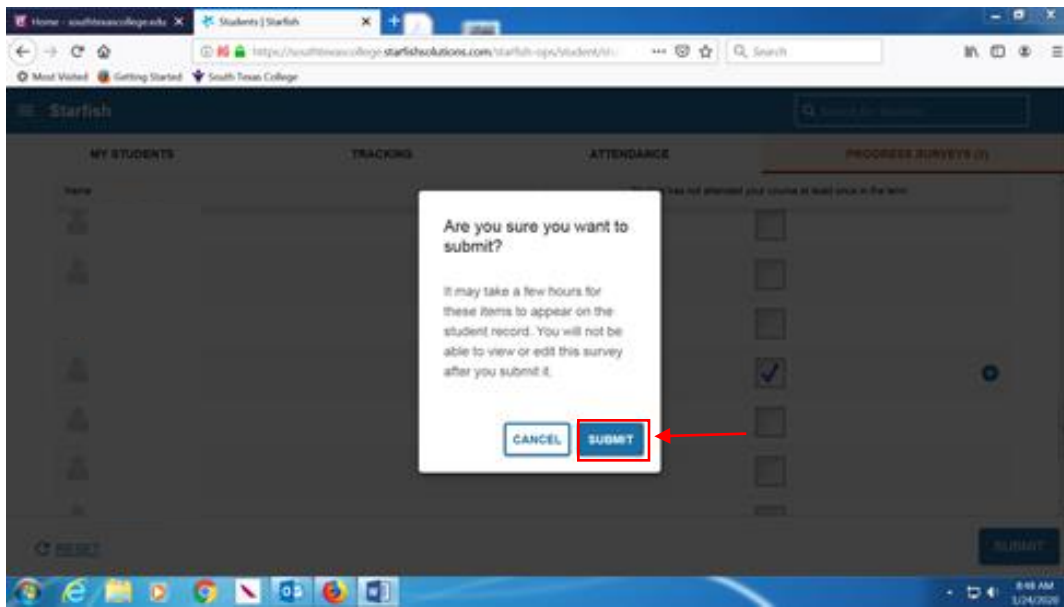
**STEP 2:** Your survey should appear (see example below). If you are teaching more than one course, you can choose which survey you want to submit first by clicking on the down arrow (A) or you can submit the survey for the course currently being shown (B):



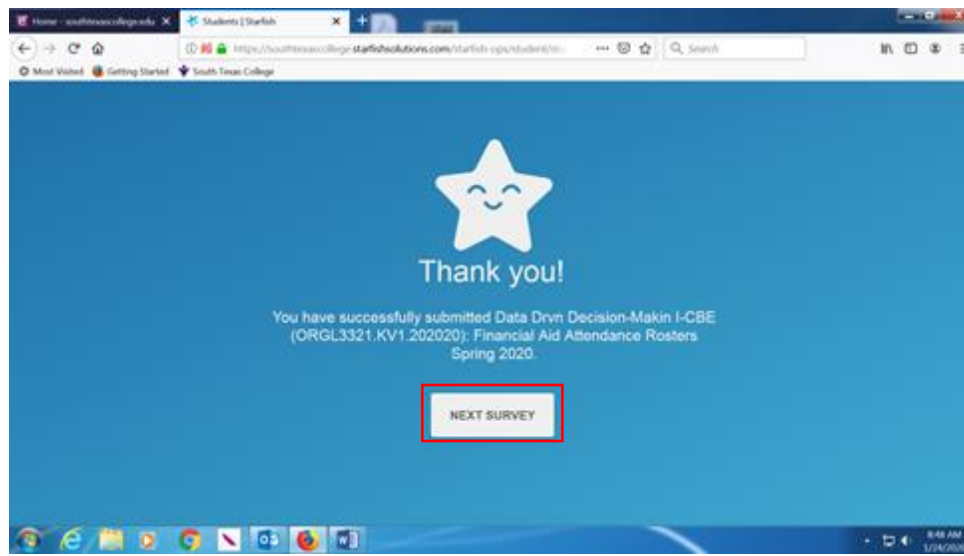
**STEP 3:** Please review and place a check next to **ONLY** the students who have not attended class during the first week. Once you have flagged all the students who have not attended, click on the “Submit” button at the bottom right hand corner.



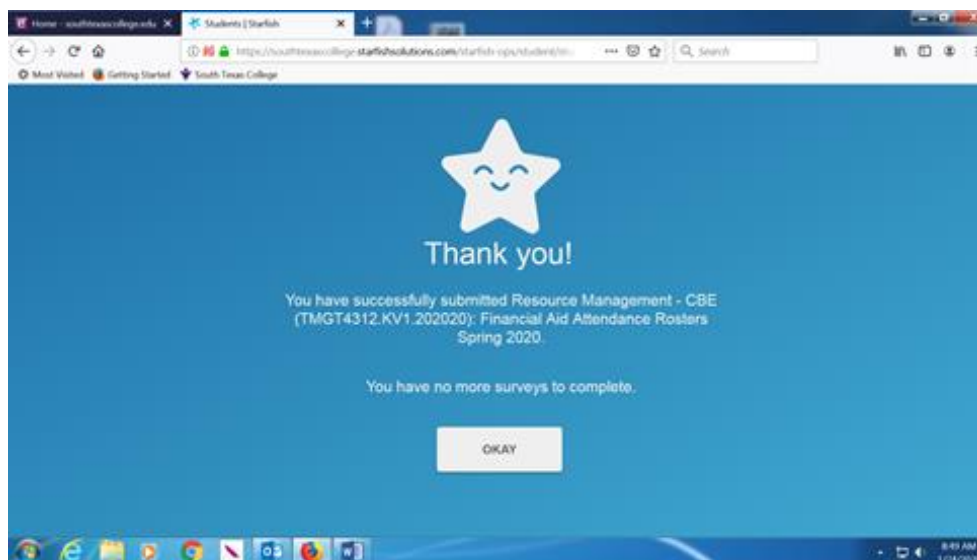
**STEP 4:** Once you click on “Submit”, you will get the following notification. Please click “Submit” again.



**NOTE:** If you are teaching multiple courses, you may be required to submit additional surveys. If this is the case, you will receive the following notification, please click on “Next Survey” and repeat Steps 1-4:



If you are not required to submit any additional surveys, or once you have completed surveys for all your courses, you will receive the following notification, click on “Okay” to complete:



The final notification will appear letting you know that you have completed your surveys:

