

**Summer I 2024 Semester Timeline – Dual Credit**

June 3 – July 8, 2024

This Timeline is for: STC Faculty & Dual Faculty Teaching Dual Credit “S” Section Courses.

Activity	Dates	Role	Description
1	Jun. 3 - Jun. 9	Student	Activate - Student emails and update Starfish Profiles
2	Jun. 3 - Jun. 9	Faculty	Create/update - Faculty update Starfish profiles and office hours, including location.
3	Jun. 4 - Jun. 5 *Opens at 8 am June 4 and closes at 3pm June 5	Faculty	Verify - First- Week Attendance Verification
4	Jun. 10 - Jun. 16	Faculty	Clear Flags - Attendance Verification
5	<b>Jun. 17 -Jun. 20</b>	Faculty	Progress Survey - Submit Survey (Week 3)

**\*NOTE:** Starfish will be available to faculty throughout the semester.

**Activity 1:** During the first week: Faculty will encourage students to participate in the Starfish Assignment.

Student instructions will be provided for the following: how to activate their Jgmail, update their Starfish profiles, and use the “raise your hand” icon in the Starfish portal.

**Activity 2:** During the first week: Faculty will create and/or update their Starfish profile, which includes their profile picture, office hours, campus location, and office number.

**Activity 3:** During week 1 of the semester: Faculty will verify the First Week Attendance **(STC Dual Credit Programs Attendance Verification Survey)** using Starfish.

**Activity 4:** During week 2 of the semester: Faculty will revisit the attendance roster verification flags to clear flags for any students who are now attending class and clear any “Raised Hand” flags.

**Activity 5:** During week 3 of the semester: The Dual Credit Progress survey will be launched. Faculty will be prompted to raise flags for students who are “in danger of failing” or who have “attendance issues”.

\*Please refer to the Starfish Webpage for instructions, under the [Academic Affairs webpage](#).

Questions: [starfish@southtexascollege.edu](mailto:starfish@southtexascollege.edu)

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