



Summer III 2024 Semester Timeline – Dual Credit

June 3 – August 9, 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<br>*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>Jul. 17 – Jul. 20</b>  | Faculty | Progress Survey - Submit Survey (Week 7)   |

\*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 7 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

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