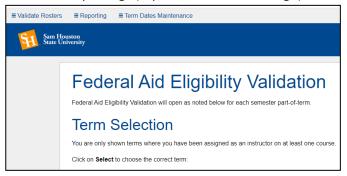
FAEV PROCESSING: COURSES WITHOUT INSTRUCTOR OF RECORD

To assist with FAEV processing and reporting when a course is without an instructor of record (or for other last-minute faculty changes), use the following steps. And for any issues, please contact faev@shsu.edu.

- **1.** Access the Federal Aid Eligibility Validation program in SamWeb: https://samweb.shsu.edu/faev/.
- **2.** Click on "Reporting" (top left, above the SH logo).



- 3. Select your Report Parameters, then Submit.
 - Select Term
 - Select Part of Term: Use the drop-down menu to report out on <u>all</u> parts of term; or, select a specific part of term, when available (e.g., Mini Session or Summer 1, during a Summer term, or 7A or 7B during a Fall or Spring term).
 - Select Report Type: Fin Aid Eligibility Report
 - Select College
 - Select Department: This is the most detailed level of reporting & requires filtering to the specific course



4. Click *CSV Download* for your report results.



- **5.** Open the Excel spreadsheet. Filter to the appropriate course by CRN or other course information.
- **6.** Enter data in columns T and U regarding whether the student has engaged in the course during the census period, based on information received from the temporary/substitute faculty member:
 - Column T is Non-Participation Status.
 - Enter <u>Confirmed</u> if the student has been identified as <u>not engaged</u> in the course.
 - Enter nothing (leave blank) if the student has been identified as engaged.
 - Column U is the Course Finalization Date.
 - Enter the date in Column U on which you received the information or the date you are entering the data – either will work.
- 7. Save the report; email a copy to faev@shsu.edu.

<u>Note</u>: if <u>ALL</u> students in the course are identified as having engaged, you can skip the Excel report and submit an email to the FAEV Team instead, **but you must include**:

- 1) CRN;
- 2) Temporary/substitute faculty member; and
- 3) A statement that "all students have engaged" in the course.

JULY 5, 2022