

# 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](mailto: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 **all** 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 *Confirmed* if the student has been identified as *not engaged* 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](mailto:faev@shsu.edu).

**Note:** if **ALL** 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.