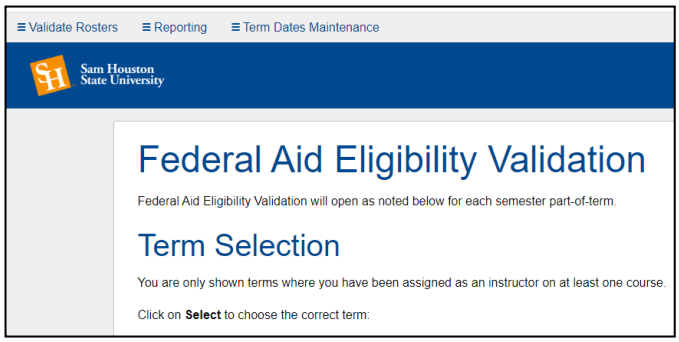
FAEV REPORTING: STUDENT DETAIL

To determine whether FAEV reporting has been completed for a particular student in a specific course, use these steps. For a list of course-level reports submitted by faculty, run instead the ***Academic Area Faculty Compliance Report*.** 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 **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* (or leave as *All Departments)*

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

5. Open the Excel spreadsheet. Expand columns T and U for review.
   - Column T is *Non-Participation Status*.
     - If the word *Confirmed* appears in this column, the student has been reported as *not engaged* in the course.
     - The date in Column U is the date on which the faculty member completed the FAEV report.
   - Column U is the *Course Finalization Date*.
     - If column U is **blank**, the faculty member **has not completed** the FAEV report.
     - If column U contains a date, and column T is blank, the faculty member has reported the student as engaged.
     - If column U contains a date in U and column T contains the word *Confirmed*, the faculty member has reported the student as *not engaged*.