

Roster Verification Progress Survey Resources

Please send “how to navigate Starfish” questions to starfish@uncw.edu. If you have questions about the business process or have questions on what constitutes attendance, please direct them to registrar@uncw.edu. Here are additional resources:

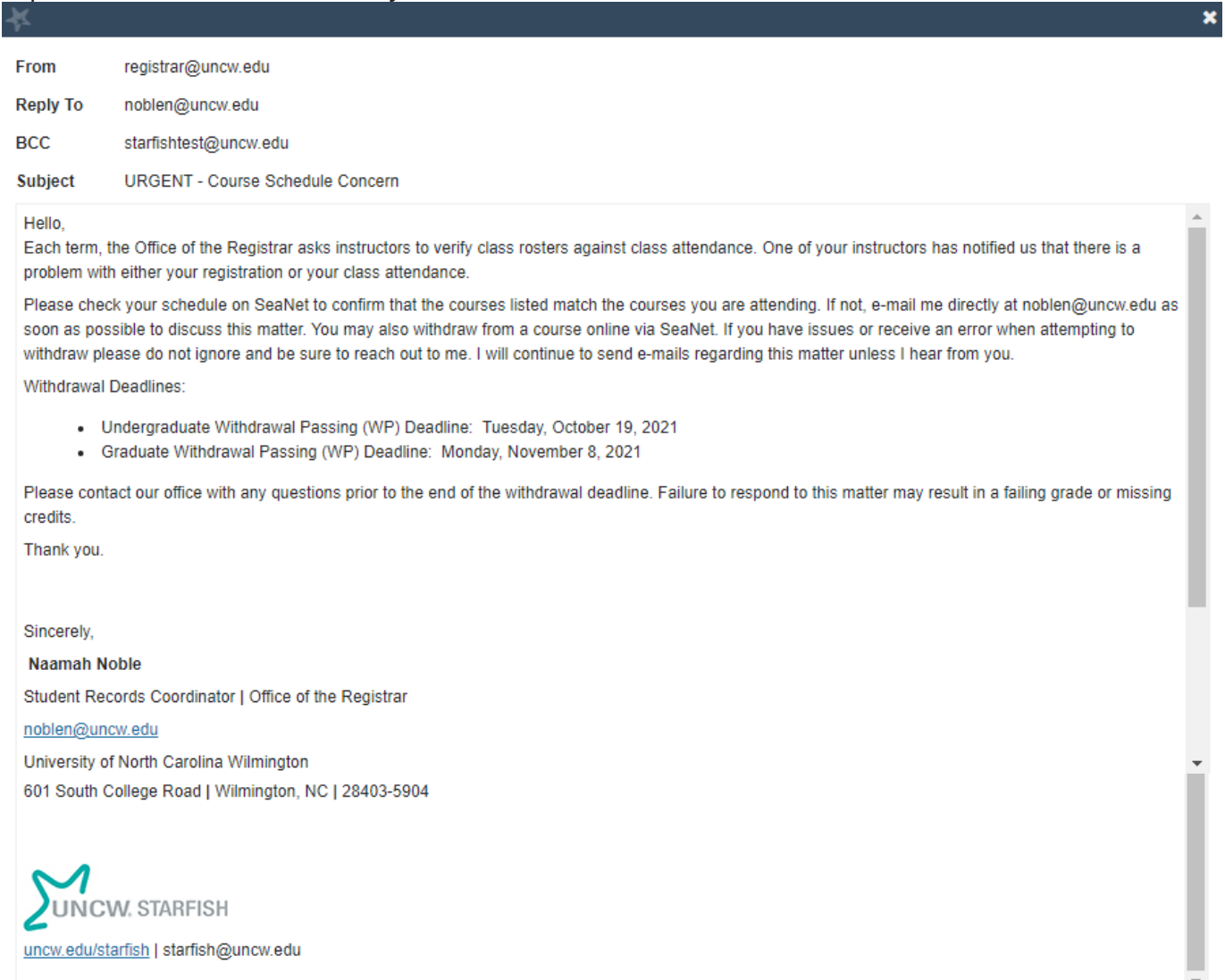
How to respond to progress surveys:

<https://uncw.edu/starfish/documents/uncw-starfish-guide-completing-progress-surveys.pdf>

Instructions found in Starfish to instructors:

- Select the radio button next to any student who appears on your roster that has not attended your course.
- If you don't have any feedback, you may click submit without checking any boxes.
- If you teach multiple sections of a course, be sure to toggle between the sections to complete a survey for each section.
- If multiple instructors are formally assigned in SeaNet, only the primary instructor should complete the survey(s). To discontinue communication if not the primary instructor, please submit the survey without any responses.
- For questions regarding what constitutes attendance based on various modalities, please refer to the email from Starfish announcing this progress survey.
- Please email registrar@uncw.edu if you have students attending your course who are not listed on your course roster. **Please include:** student name; student ID number; course number, section and CRN. Please send this from your UNCW email.

*Example email **students** will receive if an instructor marks the student as 'Never Attended':*



The screenshot shows an email interface with a dark blue header bar containing a star icon and a close button. The email content is as follows:

From registrar@uncw.edu
Reply To noblen@uncw.edu
BCC starfishtest@uncw.edu
Subject URGENT - Course Schedule Concern

Hello,
Each term, the Office of the Registrar asks instructors to verify class rosters against class attendance. One of your instructors has notified us that there is a problem with either your registration or your class attendance.

Please check your schedule on SeaNet to confirm that the courses listed match the courses you are attending. If not, e-mail me directly at noblen@uncw.edu as soon as possible to discuss this matter. You may also withdraw from a course online via SeaNet. If you have issues or receive an error when attempting to withdraw please do not ignore and be sure to reach out to me. I will continue to send e-mails regarding this matter unless I hear from you.


Withdrawal Deadlines:

- Undergraduate Withdrawal Passing (WP) Deadline: Tuesday, October 19, 2021
- Graduate Withdrawal Passing (WP) Deadline: Monday, November 8, 2021

Please contact our office with any questions prior to the end of the withdrawal deadline. Failure to respond to this matter may result in a failing grade or missing credits.

Thank you.

Sincerely,
Naamah Noble
Student Records Coordinator | Office of the Registrar
noblen@uncw.edu
University of North Carolina Wilmington
601 South College Road | Wilmington, NC | 28403-5904


uncw.edu/starfish | starfish@uncw.edu

Example email **instructors** receive:

★ ✕

From starfish@uncw.edu
Reply To starfish@uncw.edu
BCC starfishtest@uncw.edu
Subject Fall 2021 Course Roster Verification

Good morning,
It is that time of the semester to verify your roster for accuracy. When you open the Roster Verification Progress Survey in Starfish, you'll see your class list. If all students listed are attending/participating in the specified course, please click submit at the bottom of the survey and you're done for that course. If you teach more than one course, please be sure to complete the survey for each individual course.

Face-to-Face Instruction

If you identify any students on the list that have never attended or started attending but stopped, please select the radio button next to that student's name on the Progress Survey. Be sure to click submit after reviewing your entire class list.

Online Instruction

In a distance education course, logging into an online class is not sufficient by itself, to demonstrate academic attendance by the student. The student must *participate* in class or otherwise be engaged in an academic activity; such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. If you have students on your roster that have not demonstrated this level of participation, please select the radio button next to that student's name on the Progress Survey. Be sure to click submit after reviewing your entire class list.

Hybrid Instruction


In a hybrid course, logging into an online class is not sufficient by itself, to demonstrate academic attendance by the student. The student must *participate* in class or otherwise be engaged in an academic activity; such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. They should also be attending any required face-to-face sessions unless otherwise notified/excused. If you have students on your roster that have not demonstrated this level of participation, please select the radio button next to that student's name on the Progress Survey. Be sure to click submit after reviewing your entire class list.

If you have undergraduate students who have been attending/participating in your class since before the drop/add deadline and whose names do not appear in this class list, they will need your approval and their academic associate dean's approval to be officially registered for your course. To have such a student added, please e-mail the appropriate associate dean or director of your college or school with the student's name, ID number, your course and section numbers, and your verification of the student's attendance. The student should also be referred to that associate dean or director. Graduate students in this situation require approval from the Dean of the Graduate School.

The last day for an undergraduate student to withdraw with a "W" (rather than a "WF") is **Tuesday, October 19, 2021**. The last day for a graduate student to withdraw with a "W" (rather than a "WF") is **Monday, November 8, 2021**. We need your updates as soon as possible to contact the students and allow time response, before their respective deadlines.

Thank you,
Amanda Fleming

Amanda C. Fleming | University Registrar
University of North Carolina Wilmington - Office of the Registrar
Campus Box 5618 | James Hall Suite 110 | Wilmington, NC 28403
tel 910-962-3125 | fax 910-962-3887
flemingac@uncw.edu | <https://www.uncw.edu/reg/>

 **UNCW. STARFISH**
uncw.edu/starfish | starfish@uncw.edu

Example of how to find the Progress Survey from the **Home** page:

The screenshot shows the Starfish Home page. At the top left is the Starfish logo. To the right is a search bar labeled "Search for Students". Below the search bar are several navigation buttons: Office Hours, Appointment, Group Session, Scheduling Wizard, Reserve Time, and Record Attendance. A system announcement is visible, followed by a link for "Outstanding Progress Surveys". At the bottom, there are four menu items: Appointments, My Services, Flags I'm Managing, and Recent Changes, each with a dropdown arrow.

Example of how to find the Progress Survey from the **Students** page:

The screenshot shows the Starfish Students page. The top navigation bar includes the Starfish logo and a search bar. Below the search bar are four tabs: MY STUDENTS, TRACKING, ATTENDANCE, and PROGRESS SURVEYS (3). The PROGRESS SURVEYS (3) tab is highlighted in orange. Below the tabs is a "CHOOSE SURVEY" dropdown menu showing "Geometry and Measurement (MAT 142801-202120): Roster Verification Progress Survey - Spring". Below the dropdown, the survey title "Geometry and Measurement (MAT 142801-202120): Roster Verification Progress Survey - Spring 2021 (excluding OAP)" is displayed, along with the due date "DUE February 02, 2021 at 11:00 PM". A yellow arrow points to the PROGRESS SURVEYS (3) tab.

Example of what the Roster Verification Progress Survey looks like:

The screenshot shows the Starfish Roster Verification Progress Survey. The top navigation bar includes the Starfish logo and a search bar. Below the search bar are four tabs: MY STUDENTS, TRACKING, ATTENDANCE, and PROGRESS SURVEYS (3). The PROGRESS SURVEYS (3) tab is highlighted in orange. Below the tabs is a table with two columns: "Name" and "Never Attended". The table lists six students: Jazmin, Grace, Katie, Logan, Cailin, and Aly. Each student's name is next to a small profile picture. The "Never Attended" column contains a checkbox for each student. At the bottom left is a "RESET" button, and at the bottom right is a "SUBMIT" button.

Name	Never Attended
Jazmin	<input type="checkbox"/>
Grace	<input type="checkbox"/>
Katie	<input type="checkbox"/>
Logan	<input type="checkbox"/>
Cailin	<input type="checkbox"/>
Aly	<input type="checkbox"/>