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)*