How to Complete the Enrollment Census Survey

Log into Starfish	**my.newpaltz.edu>Resources>Starfish**
Click the three white lines on the left of the screen, select **Students>Progress Survey**	
Select a box under "Never Attended" if any students have NEVER attended your class (or logged into Blackboard, for on-line courses) so far this semester. Non-attendance will be reported to various offices on campus (Records and Registration, Financial Aid, Student Accounts) as well as sending an automated email to the student and the student's professional (non-faculty) advisor. If the student does not have a professional advisor, one will be assigned.	
There are additional, optional possibilities for feedback about a student's performance. For additional criteria about the options, click the information icon on the right of the screen. If you select one of these options, an email will be automatically sent to the student and the student's professional advisor. **Please be aware, the student can see both the item you raise and your comments.**	
If none of the options are pertinent to your students, click the "Submit" button, with no boxes checked. By clicking "submit" you are verifying you viewed and completed the survey.	
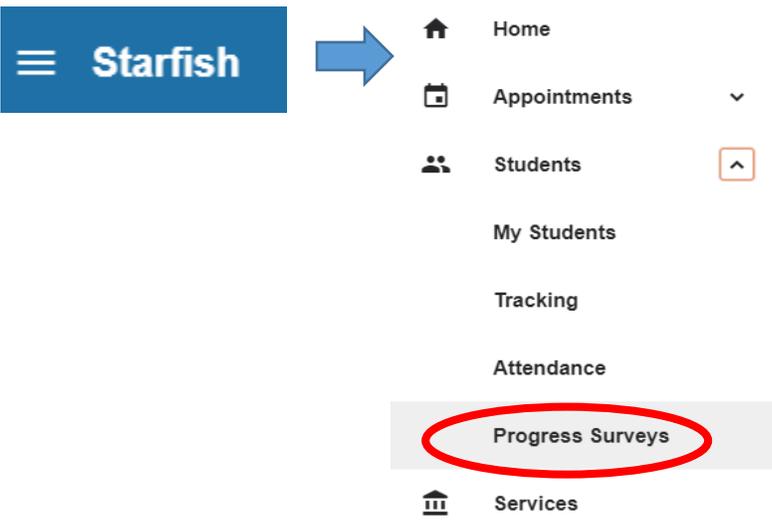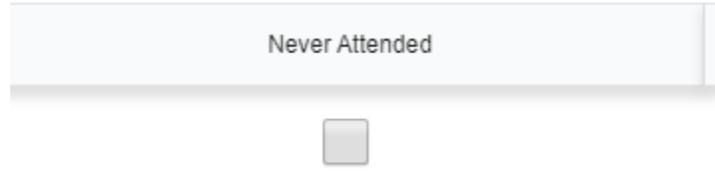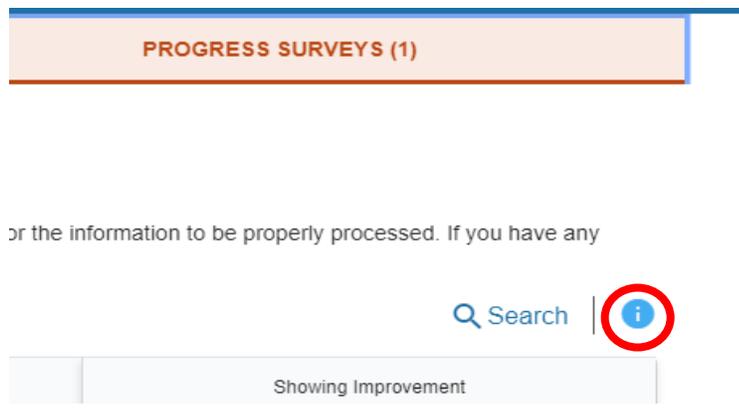
For questions, please contact Maria Richards, richardm6@newpaltz.edu or x3590