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**INTEROFFICE MEMORANDUM**

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**TO:** ATI STUDENTS

**FROM:** DOMENIC PROSCIA, [DOMENIC.PROSCIA@VAUGHN.EDU](mailto:DOMENIC.PROSCIA@VAUGHN.EDU)

**SUBJECT:** SPRING/SUMMER MAKEUPS

**DATE:** SEPTEMBER 17, 2020

**CC:** FRED PARHAM, [FRED.PARHAM@VAUGHN.EDU](mailto:FRED.PARHAM@VAUGHN.EDU)  
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In March, following a government issued directive to stop on-campus activity, many ATI students were left with lab hours that needed to be completed. The order extended to late summer affecting summer labs as well.

In late July and into August we were able to offer many lab classes with the original instructors to students who were on track to graduate. We are now able to schedule make-up hours for you. Any students who are not registered for the fall 2020 semester will automatically have a “maintenance of matriculation” form filed for them (fee will be waived) allowing you to receive your final grade.

These makeup sessions will begin being posted by Thursday, September 17, 2020 and there will be multiple opportunities for work to be accomplished throughout the semester. We will begin with the remainder of the spring session makeups then move to adding sections of summer soon after that.

New makeup sessions will be added on a regular basis, so it is good practice to check Starfish regularly. We will post schedules on lab doors and on the information screen in the ATI lobby as well for your convenience.

As we did in the summer, we will be requiring registration through Starfish. This registration will all be done online, you can get to Starfish by following this link <https://vaughn.starfishsolutions.com/starfish-ops/>. After logging in, students pick the date and time of the makeup they need.

Thank you for your patience and understanding as we are working to provide the hands-on experience in these labs while also meeting the FAA’s strict regulatory standards. If you have any questions about scheduling your make-up time, please contact [fred.parham@vaughn.edu](mailto:fred.parham@vaughn.edu) or 718-429-6600 ext. 123.