

---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** ATI STUDENTS

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

**SUBJECT:** SPRING/SUMMER MAKEUPS

**DATE:** SEPTEMBER 30, 2020

**CC:** FRED PARHAM, [FRED.PARHAM@VAUGHN.EDU](mailto:FRED.PARHAM@VAUGHN.EDU)  
DEBBIE SYPECK, [DEBBIE.SYPECK@VAUGHN.EDU](mailto:DEBBIE.SYPECK@VAUGHN.EDU)

---

I wanted to provide ATI students an update to those who still need to make-up time for the spring and summer terms following the government issued directive to stop on-campus activities. We know that many ATI students were left with lab hours that needed to be completed and to date, we have completed work and submitted grade changes for 273 classes from the spring. That work, as well as offering additional makeup sessions for both spring and summer will continue to take place throughout the semester.

Please check Starfish regularly as available sessions will be posted primarily on that site. We will also 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 choose the date and time of the makeup they need. These will be general sessions, so in most cases you need not pick the section number you were registered in, just pick the class name.

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 718429-6600 ext. 123.