Verification of Attendance

University policy requires faculty to report student attendance no later than Wednesday, March 5, 2014 indicating either affirmatively that the student has attended (even if only for a portion of one class) or is otherwise active and participating in the course (e.g. by submitting assignments, attending a required study group, academic conference or tutorial) or negatively that the student has never attended any of the classes since the beginning of the term. It is critical for all to understand that the purpose of this process is to identify students WHO NEVER ATTENDED as well as identify students who have attended (even just once) or who are otherwise active and participating in the course.

Verification of attendance is required for all courses (including independent study courses) EXCEPT Dissertation Supervision courses.

Please remember that failure to comply with this policy could have an adverse effect on federal funding allotted to the GC so our compliance is critical.

[Please remember that attendance reporting is not required for Dissertation Supervision course (90000 courses). Attendance reporting is required for all other independent study courses.]
How to Enter Attendance Information

Please review these instructions before entering any attendance information and please remember that the purpose of this process is to identify students WHO NEVER ATTENDED as well as identify students who have attended (even just once) or who are otherwise active and participating in the course.

Upon logging into the faculty web, click on either the Faculty Services tab at the top of the page or the Faculty and Advisors link in the menu:

At the Faculty Services Menu, click on the Submit Attendance link:
If you have not done so already, you will be prompted to select the appropriate term:

Select Term

Select the appropriate term and remember to click on the submit button

Select the appropriate course:

Select a CRN

Click on the appropriate course and remember to click on the submit button

Your class roster for the selected course will appear. Please enter the number 1 if the student has attended (even if only once) or is otherwise active and participating in the course (most likely appropriate for independent study courses). Please enter the number 0 IF THE STUDENT HAS NEVER ATTENDED.

Attendance Confirmation

Enter attendance information here. Enter the number 1 if the student has attended (even if only once) and enter the number 0 if the student never attended.
Remember to click on the submit button after you entered the appropriate attendance information:

You will receive confirmation that the attendance information was entered:

If you wish to submit attendance information for multiple classes then follow the instructions on the next page for information on how to select the next class after successfully submitting the attendance information for the first class.
To select another class, first click on the **CRN Selection** link at the bottom of the page:

**Attendance Confirmation**

Enter 1 if student has attended the class and enter 0 if the student has **NEVER** attended.

**Course Information**

Methods of Research - ART 70000 C

CRN: 96520

Students Registered: 2

The changes you made were saved successfully.

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Enter 1 if student has attended the class and Enter 0 if student has NEVER attended</th>
<th>Registration Number</th>
</tr>
</thead>
</table>
| 1             | Attended, Doing Work 000004310 0.000  **Registered** Sep 16, 2009 | 2         | 1
| 2             | Never, Attended 000001074 3.000  **Registered** Sep 16, 2009 | 1         | 1

Click here

[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Final Grades | Student Menu | Summary Class List]

**RELEASE: 8.1**

Select the next class and remember to click on the Submit button:

**Personal Information | Faculty Services | Academic Administrator Reports**

**Select a CRN**

CRN: 96531

Methods of Research - ART 96531

Submit

Click here and repeat the process for submitting attendance.

Click on the appropriate class and remember to click on the submit button

After clicking on the submit button you will be returned to the Faculty Service Menu. Click on the **Submit Attendance** link and repeat the process for submitting attendance:

**Faculty Services**

Click here and repeat the process for submitting attendance.