

IMPORTANT ATTENDANCE ACCOUNTING CHANGES

OFFICIAL GRADE AND ATTENDANCE ROSTER - "OPENING DAY ROSTER"

- An "Opening Day" roster, along with the Add Code List, will be distributed in faculty mail boxes. "Unofficial" rosters will be available on Faculty Web Services about a week prior to opening day.
- Faculty must take attendance at each class meeting up to census date for all students including those issued add codes.
- The Official Grade and Attendance roster must be returned to the Admissions & Records office **no later than two weeks** after the census date.
- Faculty should submit the Independent Study contracts with the "Opening Day" roster.
- Faculty may download an updated class roster from Faculty Web Services anytime after opening day.

POSITIVE ATTENDANCE CLASSES – NO CHANGE

- An "Opening Day" positive attendance roster, along with the Add Code List, will be distributed in faculty mail boxes.
- Total attendance hours by student will be submitted at the end of the semester/session using the online grade sheet .
- There will not be a change for faculty teaching classes that use the automated attendance tracking system.
 - The system will maintain attendance hours by student.
 - Total hours by student will be displayed on the Online Grade sheet at the end of the semester/session.

DROPS /WITHDRAWALS

- Faculty are required to drop students who are "no shows" or who have stopped attending as of census date (using the online drop sheet).
- If there are no students to drop, mark the "no drops to report" button by noon on the census date.
- Faculty will continue to drop Veteran students in a timely manner and enter the last date of known activity in order to comply with regulations. Note: new indicator for Veteran students is "FED."

WITHDRAWAL DEADLINE

- All withdrawals must be processed online. No late withdrawals will be accepted.

NO LATE ADDS/ NO LATE DROPS

- **No Late Adds will be accepted.** State regulations require that students add before census for funding.
- Do not allow students to sit in class who are not officially enrolled since you will not be able to add the student after the add deadline.
- Due to extraordinary demand and limited availability of classes, **late drops will not be accepted.** *Remember that dropping inactive students by census is the state law.*
- Dropping students before census will open up seats for students on the waitlist.
- Due to unprecedented demand for courses, it is more important than ever that faculty honor the waitlist priority order.

STUDENTS IN FEDERAL PROGRAMS – FINANCIAL AID AND VETERANS

- Faculty will be required to enter the last date of "known activity" for all students enrolled in a federal program (Veterans and Financial Aid) when the student is assigned an 'F' grade.
- It is recommended that faculty maintain their own attendance records after census for those students indicated as FED because last date of known activity is required when the student is dropped and/or if the student is assigned an 'F' grade.