How to Submit Your Attendance Report

Faculty Services

Term Selection
CRN Selection
Attendance Reporting
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Highlight Section and Click Submit
Reporting All Attended

For on ground classes: If all students listed have attended at least one class meeting, then simply click ‘Submit’. Reminder: Students not on the class roster should not be permitted to attend your class.

For online classes: If all students listed have participated in an academically related activity (assignments, exams, discussions with professor, etc.), then simply click ‘Submit’. The student merely logging in is not sufficient.

Class Attendance Confirmation

Please select any students having NEVER attended this class and click 'Submit'.
Any student not selected will be reported as having attended at least one class meeting.
If all students listed have attended at least one class, then simply click submit.

You must click submit to complete the verification process.

Students added to the roster since your last submission are displayed in red below. You must click 'Submit' to verify their attendance (or select the students’ name and click 'Submit' to report as having never attended).

If a student is listed under Never Attended and you need to move them back to the Attended list, select their name on the right and click 'Submit'.

What happens when a student is reported as Never Attended:
http://www.southernct.edu/offices/registrar/attendance.html

You must click ‘Submit’ to complete the verification process
Reporting Never Attended

For on ground classes: If you have a student who \textit{never} attended, highlight the name in the list on the left, and click ‘Submit’.

For online classes: If you have a student who \textit{never} participated in an academically related activity, highlight the name in the list on the left, and click ‘Submit’.

\textbf{Definition of \textit{Never}:} Not at all. Not ever. Not even once.

\textbf{Does NOT mean:} Attended once and disappeared.
You will receive a confirmation of your submission

Class Attendance Confirmation

12817 --- ARB 100-01 Arabic I --- Fall 2013

Students changed to marked as having never attended class:
79999996: STUDENT4, TEST

Students changed to marked as having attended at least one class:

[---Return to Class Section Selection page---]
Changes can be made at any time during the reporting period ...
If you need to remove a student from ‘Never Attended’ list, highlight the name in the right box and click Submit.
If students are added to your roster after you have verified attendance, their name will appear in Red. The attendance of these students needs to be verified. To verify their attendance, simply click Submit. To report them as Never having attended, highlight the name within the list, and click ‘Submit’.
What happens when a student is reported as ‘Never Attended’?

Information is on our website at:
http://www.southernct.edu/offices/registrar/attendance.html

Students will receive an email informing them of their status. If they feel they were reported in error, they are instructed to contact their professor.

If a student was reported as ‘Never Attended’ in error, and they need to be reinstated, please follow the instructions on the website.

There is a deadline for reinstatement, after which time, the Dean would need to approve any reinstatements to the class.
Why do we have to do this?

- According to federal regulations, institutions who receive federal Title IV financial aid funds are required to report students who did not attend class or participate in an academically related activity (assignments, exams, discussions with professors, etc.) for each course and/or semester.

- Federal government does not want a student to receive financial assistance for courses s/he didn’t attend.

- If a student is paid financial aid for courses not attended, the university is responsible to return the financial aid back to the federal government.

- Additionally, if this is a repeat finding, the university may be questioned on it’s administrative capability and subject to a fine and/or discontinuation of federal Title IV funds.