

## Confirmation of Attendance FAQs

Q1. What is the definition of Never Attended?

A1. A student who has not attended ANY classes by the time the attendance is being confirmed by the instructor. For online classes that means the student has not done anything to meet the academically engaged requirement.

Q2. What if a student misses one class but attends all others?

A2. The student should be confirmed as Attended.

Q3. What if a student attends once or a few times but then stopped attending before attendance is confirmed?

A3. Confirm the student as Attended. BUT, if the student has missed more classes than is permitted per your syllabus, complete a DAW form to have the student dropped. Submit the DAW form to your campus Welcome Center for processing.

Q4. What should I do if I confirmed the student as Never Attended but the student did Attend?

A4. If you confirmed the attendance status the SAME day that you want to make the change and it is before 10 pm, go back to the confirmation roster and change the status to Attended.

Otherwise, send an email to [confirmattend@hacc.edu](mailto:confirmattend@hacc.edu) to request that the student be re-registered. Send the request immediately so the student's financial aid is not impacted by this error. Details to send the re-registration email are listed in the Confirmation of Attendance instruction document available on hacc.edu, go to faculty and staff from the home page and then HACCCWeb.

In addition, check your HACCCWeb roster to make sure that the student is now appearing on your roster.

- Q5. What should I do if I confirmed the student as Never Attended but the student started attending after attendance was confirmed?
- A5. If the student has missed too much work in the course to be able to pass the course, OR if the student has missed more days than are permitted in your syllabus, the student should NOT be permitted to add the class. However, if the student still has an opportunity to succeed in the class, then the student should be permitted to attend. Send an email to [confirmattend@hacc.edu](mailto:confirmattend@hacc.edu) to request that the student be re-registered. **In the email include the student's name, HACCid, CRN of class and statement that the student started attending after the confirmation of attendance was submitted.**
- Q6. What should I do if I confirmed attendance as Attended, but the student never attended?
- A6. If the confirmation of attendance period is still open, go back to your confirmation roster and change the status from Attended to Never Attended.
- If the confirmation of attendance period has closed, complete a DAW form, mark never attended and send the form to your campus Welcome Center for processing.
- Q7. What happens if I don't confirm attendance by the deadline?
- A7. If there are any students who Never Attended, they need to be dropped immediately. They may have already received financial aid in which they were not entitled. Complete a DAW form and submit it to your Campus Welcome Center immediately. In addition, your name and course information will be sent to your Academic Dean.
- Q8. What should I do if my class doesn't start until after the Confirmation of Attendance period ends?
- A8. After your class meets for the first time, if there are any students who Never Attended, they need to be dropped immediately. They may have already received financial aid in which they were not entitled. Complete a DAW form and submit it to your Campus Welcome Center immediately