

Faculty On-line Confirmation of Attendance

Process for faculty to confirm attendance:

➤ **Step one** – from the Faculty Tab in HACCweb



Faculty Services

- Term Selection
- CRN Selection
- Confirm Attendance
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Enter Mid Term Grades
- Enter Final Grades
- View Class List / Final Grades
- Photo Roster
- Class Roster with Address
- Registration Overrides

Select Confirm Attendance

➤ **Step two** – select the appropriate term



Select the Term for processing then press the Submit button.

Select a Term:

Submit

➤ Step three

 Select the appropriate CRN.

CRN:

NOTE: If you select a CRN that is in a part of term (confirmation period) other than the one that is turned on at this time, you will receive the following message: No attendance information may be entered for this course at this time.

If you select a course that is not gradeable, such as a Biology laboratory, you will receive the following message: You cannot enter attendance for this course because it is not gradable. Please select another CRN.

➤ Step four – your attendance roster will appear. From the drop down box select either Never Attended or Attended for each student.

Faculty Course Attendance Worksheet

REOGDEN Roz E. Ogden
Jan 04, 2012 12:43 pm

 Enter the attendance information for the students in this course for the current census attendance period.

 NOTE: You may make a change in the Attendance Status **IF** you make the change before 10 PM on the **SAME** day that you initially entered the Attendance Status.

Interim Roster for 1: Full Term

Course Information

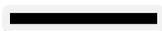
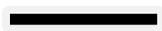
English Composition I - ENGL 101 002

CRN: 31136

Credits: 3.000

Dates: 01/03/2012 TO 02/01/2012

 Please submit the attendance information often. There is a 30 minute time limit starting at 12:43 pm on Jan 04, 2012 for this page.

Student Name	Curriculum	ID	Reg Status	Level	Interim Roster Attendance Status
 , Todd S.	Nursing - AA		WR	CR	Never Attended 
 Rachel E.	Nursing - AA		WR	CR	Attended 
 Nancy L.	Nursing - AA		WR	CR	Attended 
 Mahamane T.	Criminal Justice - AA		WR	CR	Never Attended 
 , Joseph T.	International Studies-AA		WR	CR	None 
 Tina M.	Nursing - AA		WR	CR	None 

Selecting **NEVER ATTENDED** means that the student has not attended any classes by the time you are confirming the attendance.

NOTE: You **MUST** enter an attendance status for every student on your roster. Otherwise, you will receive an error message and no responses will be submitted.

If you select the wrong Attendance Status, follow the instructions below.

To correct the Attendance Status:

If it is the **SAME** day that you submitted the Attendance Status for this CRN and it is before 10 pm , go back into the form and make another selection.

If it is the next day or later you would need to make the correction as follows:

- You selected **Never Attended** and it should have been **Attended**
 - Using your hacc.edu email account, send an email to: confirmattend@hacc.edu
 - In the subject line enter: “Re-Register [first initial and last name of student]”
 - In the text include the CRN, full student name, HACCid, course subject and number and a statement that the student was dropped in error as never attending
- You selected **Attended** and it should have been **Never Attended**
 - If the confirmed of attendance period has not ended, go back to the roster and change the Attendance Status from Attended to Never Attended.
 - If the confirmation of attendance period has ended, complete a Drop Add Withdrawal (DAW) form and check never attended on the form
 - Send the DAW form to your campus Welcome Center

If a student adds a class after the confirmation of attendance has been submitted AND the confirmation period deadline has not passed, you can go back into the roster through HACCWeb and confirm attendance for the new registrant.

NOTE: Students who have been dropped for Never Attending will still appear on your Grade Roster. Beside the student’s name you will see the words, “Never Attend-Faculty Confirm” and there will not be a drop down list for a grade.

➤ **Step five and beyond will be handled by Central Enrollment Services and Central IT**

- All attendance statuses will be recorded in Banner
- Where a never attended status was submitted the student will be dropped from the class
- Seat adjustment scripts will be run to update seat count in class section tables
- A report will be sent to the Financial Aid and Registrar office of any student who was dropped for never attending
- Goals
 - More accurate reporting of attendance
 - Reduce Financial Aid bad debt