

## **Quick Reference – Attendance Collection**

### **Purpose of Mandatory Attendance Collection:**

To prevent the disbursement of financial aid to students no longer attending class, as required by federal and state regulations.

### **How to Enter Attendance: *Enter attendance AFTER your course census date.***

Log into Banner self service

- Choose Faculty Services
- Choose Attendance, Withdrawal & Final Grades
- Choose the correct term
- Choose the course you want to complete (only sections you teach will be displayed)

Every student needs to be issued an accurate attendance code. Your options are:

- Enter a '1' in the Attend Hours column if the student is still attending the course
- Enter a '1' in the Attend Hours column if the student attended on or after the census date – even if they have stopped attending after census
- Enter a '0' in the Attend Hours column if the student **NEVER** attended the course
- Enter a last date of attendance (mm/dd/yyyy) in the Last Attend Date column for students who did attend, but stopped attending *before* the census date.
- Enter "1" in the Attend Hours column and enter a last date of attendance (mm/dd/yyyy) in the Last Attend Date column for students who attended beyond census but then stopped attending.
- Then hit the submit button

Students who never attended or stopped attending prior to census *MAY* be dropped from course based on a combination of their attendance and financial status with the college. If a student is not dropped, they must be issued a grade or be withdrawn, regardless of their attendance history.

Be sure to enter attendance for every student enrolled in the section. Approximately 15 students are shown on each page, so if you have a larger class – there will be more than one roster page. Click the next button at bottom of the screen to access the rest of the class roster.

A 3-minute training video showing you how to enter attendance is available on the MCC web site ([www.monroecc.edu](http://www.monroecc.edu)). This video is located on the Banner home page by following the links below:

- A-Z index
- B for Banner Home Page
- Self Service Documentation
- Banner training videos and documentation
- Enter your name and network password
- Choose Training Videos
- Choose Attendance

### **What if you made a mistake and reported a student's attendance incorrectly?**

- Send me an e-mail with the correct data so the change can be made in Banner. You cannot adjust attendance after it has been submitted in Banner self service. ([eripton@monroecc.edu](mailto:eripton@monroecc.edu))
- Financial decisions will be made based on your attendance submission.
- Correcting attendance at the end of the term is too late and causes significant financial losses.

### **F and W Grades issued by Faculty Require a Last Attendance Date:**

- Reminder: All W and F grades issued by an instructor must also have a last date of attendance submitted when the grade is entered or the withdrawal is processed.

Good luck! Call or e-mail me if you need more information.

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