

Frequently Asked Questions – Attendance Process Monroe Community College

Q: Do I have to submit attendance rosters?

A: Yes. Monroe Community College is required by state and federal regulations to collect census-based attendance in order to prevent the disbursement of financial aid to students who are no longer attending classes.

Q: What is the “census date?” What does that mean?

A: The census date is the magic date in the term in which a student “earns” their financial aid. It is also the date the college freezes enrollment files for state funding. The census date is typically the 20th percent of the course.

Once each term, we request that you enter attendance for each student on your class roster in Banner self service. Attendance needs to be entered AFTER the census date.

The basic attendance question is: Did the student attend on or after the census date?

If YES, then the student can qualify for their financial aid.

If NO, then the student should not receive financial aid for the course.

Q: How do I know the census date for my course?

A: Course census dates are noted in two places:

1. Noted at the bottom of the class roster e-mailed to you.
2. A memo is e-mailed to you each term with attendance directions, deadlines and a reminder of census.
3. And, of course, you can e-mail R&R at Registration@monroecc.edu for the date

Q: What happens if I don’t submit my attendance rosters?

A: R&R will attempt to contact you via e-mail to remind you of the deadline. A copy of the list of missing attendance rosters is distributed to department chairs and division deans and the Provost. *Financial aid will not be paid to any student who does not have a confirmed attendance record issued by the faculty.*

Q: What do you do with this information?

A: We run a report and compare payment history, financial aid status and attendance to determine which students will be dropped in the attendance audit. This is a financial process and not all students are automatically dropped if marked absent.

Q: Why are some students who were identified as having never attended or stopped attending prior to census still listed on my class roster? Shouldn’t they have been dropped?

A: The decision to drop a student is a financial one. Some students who stopped attending will remain on your class roster. These students will need to be issued a grade at the end of the term. Lack of attendance is not the reason students are dropped.

Q: What do I do with these students who have never attended or stopped attending my course?

A: Complete a faculty-initiated withdrawal or issue an F grade at the end of the term. Please do not leave the grade cell blank.

Q: What if a student who was dropped comes to me to ask to be reinstated?

A: Feel free to green slip the student back into the course if you feel he/she can successfully complete the course. However, a student should not be reinstated because the student would prefer the F grade to being dropped because their financial aid might be negatively affected by the drop. Only legitimate requests where the student can complete the course should be processed.

Q: What if I made a mistake and reported a student’s attendance incorrectly?

A: 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) 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.

Q: Who can I contact for help with attendance related questions?

A: E-mail me at eripton@monroecc.edu.

Attendance Specialists:

Betsy Ripton	x2243	eripton@monroecc.edu
Anne Lanzafame	x2238	alanzafame@monroecc.edu
Lori DeWaters	x2247	ldewaters@monroecc.edu

Entering Attendance in 8 Easy Steps:

1. Know the census date for the course(s) you are teaching.
 - Located on bottom of e-mailed class roster.
 - Located in the memo e-mailed to you with attendance details and directions.
 2. Go to the Attendance, Withdrawal & Final Grades tab in Banner (under Faculty Services).
 3. Choose the roster.
 4. Enter 1 in Attend Hours for all students who attended through census.
 5. Enter 0 in Attend Hours for all students who never attended.
 6. Enter last date attended for any student who stopped attending before census.
 - *Correct format: DD/MM/YYYY*
 7. Click Submit
 8. Go back into Attendance, Withdrawal & Final Grades tab in Banner to see that the data was correctly saved. (*Check your work!*)
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- If a student stops attending after the census date --- and after you have submitted attendance --- please be sure to enter a last attend date (LDA) when you issue the final grade. Remember, all W and F grades require that you include an LDA when submitting the grade. (Even if the student attended until the very last day of class)