

Non-Attendance Reporting Process

Accurate and timely student non-attendance reporting is **critical** to the administrative processed occurring on the Student Affairs side of the institution. Students not reported for non-attendance can be awarded financial aid he/she is not eligible for ultimately receiving a “financial aid refund” the student cannot pay back. The Registrar’s Office relies on faculty to quickly report any student who is not attending a course so the student can be removed from the roster.

After the first week of the term, faculty are asked to submit the official list of students not attending courses using a process in BannerWeb. Meeting the established deadline for reporting this information is essential to the Financial Aid and Business Offices.

Below are the steps for reporting students as not attending.

1. Login to MyEGSC and go to the BannerWeb portal.
2. Click on the “Faculty & Advisors” menu.



Personal Information Faculty & Advisors

Search Go

Main Menu

Welcome, Johnna W. Eaton, to the WWW Information System! Last web access on Jul 19, 2017 at 07:58 am

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Faculty & Advisors

Enter Grades; View Class Lists and Student Registration / Information

Georgia View D2L

Find online help, research tools, discussions, and more!

[Transfer Articulation](#)

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Non-Attendance Reporting Process

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3. At the bottom of the “Faculty & Advisors” menu, click on the “Attendance Verification” link. ****IMPORTANT:** This link will only be available when the link has been activated by the Registrar’s Office. Once the deadline has expired, the link will be removed.

Personal Information **Faculty & Advisors**

Search

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Faculty & Advisors

- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Detail Wait List](#)
- [Summary Wait List](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Electronic Gradebook by Component](#)
- [Faculty and Advisor Security Information](#)
- [Active Assignments](#)
- [Assignment History](#)
- [Course Catalog](#)
- [Syllabus Information](#)
- [Office Hours](#)
- [Faculty Grade Summary](#)
- [Advisee Grade Summary](#)
- Faculty & Advisors Student Menu**
 - Display specific student information; Process registration; Advising Tools.
 - [View/Release Holds](#)
Release holds from students/advisees assigned to you.
 - [Role Selection](#)
Choose Faculty or Advisor role. Only affects View/Release Holds.
 - [Attendance Verification](#)

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4. Select the term for which you would like to submit attendance verification and click the “Submit” button. This will produce a list of the CRNs you are teaching for the semester.
5. Click on the CRN drop-down menus to select the course to submit attendance verification then click “Submit”.


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Select CRN

 Please enter the CRN you wish to access, or select a different term from the menu.

CRN:

Submit

[\[Enter Section Identifier \(CRN\) Directly \]](#)

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- The course roster will appear on the next page listing the number of students enrolled.

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Attendance Verification

930011357 Johnna W. Eaton
Fall 2017
Jul 21, 2017 11:45 am

Course Information

Health - HLTH 2051 0
CRN: 80792
Duration: Jul 21, 2017 Dec 01, 2017
Status: Active


Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	0	5	-5
Cross List:	0	0	0

Current Attendance Verification Counts

Attending	Not Attending
5	0

Check Here to Verify Completion of Attendance Verification Data Entry ==> Section is currently - NOT VERIFIED -

 An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Currently Enrolled Students - Attending

Check If Not Attending	Record Number	Student Name	ID	Reg. Status	Level	Credits	Date Registered	Grade Status
<input type="checkbox"/>	1	Bray, Marquez K.	930093192	***Registered***	Undergraduate-Semester	2.000	21-JUL-2017	
<input type="checkbox"/>	2	Davis, Ronesha B.	930052010	***Registered***	Undergraduate-Semester	2.000	21-JUL-2017	
<input type="checkbox"/>	3	Hankerson, Ama'Rahja H.	930102375	***Registered***	Undergraduate-Semester	2.000	21-JUL-2017	
<input type="checkbox"/>	4	London, Travis K.	930096301	***Registered***	Undergraduate-Semester	2.000	21-JUL-2017	
<input type="checkbox"/>	5	Patterson, Colby D.	930098178	***Registered***	Undergraduate-Semester	2.000	21-JUL-2017	

SAVE

- If a student **HAS NOT ATTENDED**, you will place a check in the box beside the student's name. This will place the student on the list to be reported for non-attendance.

****IMPORTANT:** This does not automatically drop the student. Until the link has been deactivated, you can go in and remove the student's name from the drop list.

Non-Attendance Reporting Process

Check Here to Verify Completion of Attendance Verification Data Entry ==> Section is currently - NOT VERIFIED -



An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Currently Enrolled Students - Attending

Check if Not Attending	Record Number	Student Name	ID	Reg Status	Level
<input type="checkbox"/>	1	Bray, Marquez K.	930093192	**Registered**	Undergraduate-
<input type="checkbox"/>	2	Davis, Ronesha B.	930052010	**Registered**	Undergraduate-
<input type="checkbox"/>	3	Hankerson, Ama'Rahja M.	930102375	**Registered**	Undergraduate-
<input type="checkbox"/>	4	London, Travis K.	930096301	**Registered**	Undergraduate-
<input type="checkbox"/>	5	Patterson, Colby D.	930098178	**Registered**	Undergraduate-

SAVE

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Check here if the student has **not attended**.

- Once you have selected all of the students who have not attended (by checking their box), you **must** check the box at the top of the roster to “verify” you have completed the process. **IF YOU DO NOT HAVE ANY STUDENTS TO REPORT, PLEASE CLICK ON THE “VERIFY” BOX then “Save”.**
- After you have clicked the save box, this will move the students to the *Students Reported as Not Attending* list on the next page.
- If you need to add students back to your roster who suddenly show-up to class, but the deadline **has not passed**, go back to the roster. You will see two different “lists” of students. The top list is titled, “*Currently Enrolled Students—Attending*” and the bottom list is called “*Currently Enrolled Students—Previously Marked as Not Attending*”. To add the student back, simply click the box beside his/her name followed by the “Save” button. This action will return the student to the “*Currently Enrolled Students—Attending*” list.