

## START OF CLASS ATTENDANCE INSTRUCTIONS – SPRING 2016

Federal financial aid guidelines require faculty to record attendance information during the start of each course every semester. Attendance is required of all courses including distance education and intersession courses.

### Attendance Deadlines

Full-Term courses: January 26, 2016 at 5:00 p.m. EST  
Part of Term courses: due by the end of the first week of the course.

Report if each student **has or has not** attended at least one class meeting by the posted deadline.

### Instructions

1. Log into your **NOW** Account.
2. Click on **FACULTY AND ADVISORS**.
3. Click on **MID TERM GRADES AND ADMINISTRATIVE WITHDRAWAL (AW)** Form.
4. Select the appropriate **Term**.
5. Choose the **CRN** of the class.
6. Use the drop down arrows to the right of each name and
  - a. Select **YES** for any student who has attended at least one class session by the deadline.
  - b. Select **AW** for any student who has not attended any class session by the deadline.
    - i. For students who **never attended** a course, enter the first day of your class (MM/DD/YYYY) as the last date of attendance.
7. If more than 25 students are in a class
  - a. Click the “Records 26-“ link above the **SUBMIT** button to view the remaining student names.
8. Click the **SUBMIT** button at the bottom of each page after entering a **YES** or **AW** next to each student.

*\*Twenty continuous minutes are provided to enter attendance. Each time the **SUBMIT** button is clicked, the 20 minutes starts over.*

### Important Notes

1. Faculty must issue a **YES** (attended) or **AW** (administrative withdraw/not attended) for each student.
2. When a student adds a class **late**, a **YES** or **AW** must be issued **within two days** of their registration.
3. Issuing an **AW** for a student results in the administrative withdraw of the student from the course.
4. Students receive notification from the Registrar’s Office if their faculty member does not report their attendance or reports that the student is not attending class.
5. On January 22, students whose faculty entered an **AW** or did not record their attendance received an email instructing them to meet with their faculty member.
6. If an administratively withdrawn student begins attending class, update his/her attendance in **NOW** by changing the **AW** to **YES**. This must be completed *prior* to January 26 for full-term courses and within 10 days of the date in which the Administrative Withdraw was issued for part of term courses.
  - a. **NOTE:** If the **NOW** system does not allow the change of the **AW** to a **YES**, follow the reinstatement process in the next step as it is too late to update the student’s attendance using **NOW**.
7. To permit an administratively withdrawn student to attend class, reinstate the student.
  - a. Complete a Reinstatement Card (students cannot handle reinstatement cards)
    - i. Available at the Service Centers and Registrar’s Office
  - b. Send an email to Tracy Jenkins ([tjenkins@wvnc.edu](mailto:tjenkins@wvnc.edu)).
    - i. The email must contain the student’s name, Northern ID#, and the following course information: CRN, subject, course number.

*\*Northern email accounts must be utilized for all email communication. Email from any other email account is not accepted.*