

## START OF CLASS ATTENDANCE INSTRUCTIONS – Spring 2019

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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:** Thursday, January 24, 2019 at 5:00 p.m. EST
- **Part of Term courses:** due by the end of the first week of the course.

### Important Notes:

- Faculty must issue a **YES** (attended) or **AW** (administrative withdraw/not attended) for each student.
- When a student adds a class **late**, a YES or AW must be issued *within two days* of their registration.
- Issuing an AW for a student results in the administrative withdrawal of the student from the course.
- 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.
- **On Friday, January 25, 2019** students whose faculty enter an AW or do not record their attendance receive an email instructing them to meet with their faculty member.
- If an administratively withdrawn student begins attending class, update his/her attendance in NOW by changing the AW to YES. Otherwise, the student does not receive his/her financial aid. This must be completed *prior* to **Friday, February 1, 2019** for full-term courses and within 10 days of the date in which the Administrative Withdraw was issued for part of term courses. 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.
- To permit an administratively withdrawn student to attend class, reinstate the student. Reinstatement students by completing a Reinstatement Card (available at the Service Centers or Registrar's Office) or sending an email to Tracy Jenkins ([tjenkins@wvnc.edu](mailto:tjenkins@wvnc.edu)). The email must contain the student's name, Northern identification number, and the following course information: CRN, subject, course number. Students cannot handle reinstatement cards.
- **Northern email accounts must be utilized for all email communication from student and faculty. Email from any other email account is not accepted.**

### Instructions:

Report if *each* student **has or has not** attended at least *one* class meeting by the deadline. Record this information on the *Mid Term Grade and Administrative Withdrawal (AW)* form in NOW (Northern on the Web) by following these instructions.

- **Log into your NOW Account.**
- **Click on FACULTY AND ADVISORS.**
- **Click on MID TERM GRADES AND ADMINISTRATIVE WITHDRAWAL (AW) Form.**
- **Select the appropriate Term.**
- **Choose the CRN of the class.**
- **Use the drop down arrows to the right of each name and select YES for any student who has attended at least one class session by the deadline. Select AW for any student who has not attended any class session by the deadline.**
- **For students who never attended a course, enter the first day of your class (MM/DD/YYYY) as the last date of attendance.**
- If more than 25 students are in a class, click on the "Records 26 – " link located above the *SUBMIT* button to view the remaining student names.
- **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.**