

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>STUDENT SERVICES NO SHOW REPORTING</b>	Procedure 5.2.2.1
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Attendance through the ten percent (10%) date of the course is reported using the Datatel Web Attendance function. Faculty may begin entering their class attendance data after the drop/add period has ended via their WebAdvisor account. The Office of Instruction is responsible for setting the report due date and communicating that information to faculty each semester. The due date for attendance reporting falls shortly after the ten percent (10%) date of the course.

- A. Once you have accessed your WebAdvisor account, click on the Faculty tab.
- B. Click on the Attendance Tracking option under the Faculty menu.
- C. Enter the Form Start Date (Form start date = first class meeting day).
- D. Select the specific course to report attendance and click submit.
- E. Faculty should enter an attendance type of “E” in the corresponding date column to reflect the first day of attendance for each student. Absences that occur after a student has entered the class should be documented by entering an “A” in the corresponding date column.
- F. Students who have not attended by the census date of the course [ten percent (10%) period] should be reported as a “No Show” by clicking in the “No Show” box next to the students’ names. (Course census dates are displayed on the top of the web form under the course name and meeting information.)
- G. Submit the report by clicking in the appropriate electronic signature box and click “Submit”. This report is subject to review by State Program Auditors; therefore, it must be accurate and submitted on time. Failure to report attendance correctly could result in significant costs to the student and the College. The Office of Instruction will work with the Department Deans to ensure attendance reports are completed by the deadline.

Adopted: 09-28-2017

Revised: 11-21-2019