Federal regulations require institutions to verify that attendance commenced for each student in all the classes for which they received financial aid. Please review the following directions carefully.

Submission of Verification

Attendance must be verified for students by noon on the 5th day and 10th day of the semester. You do not have to wait for these deadlines. If you can verify attendance for all students on day 1, do so. Remember, the attendance verification information submitted by NOON on day 10 should only include students who were not counted in your 5th day enrollment verification. In other words, each student should only be reported once per class.

Verification should be posted using the code “H” (for here). Remember, nothing should be posted for students who did not attend, participate, etc. After Day 10, each student should have an “H” either in the Fifth Day or Tenth Day column, or blank in both if they did not attend either week.

Attendance verification is entered on the same screen and in the same manner that midterm grades are submitted. Simply log in to WarriorWeb and click on the “Submit grades and attendance” link.

Choose the current term. Click submit.

Select “midterm/intermediate” from the dropdown menu, then select the appropriate course.
You do not have to wait until the 5th day to submit attendance. If all students are present and accounted for on the first day of class, **submit attendance as soon as possible. Please DO NOT wait until 12:00 p.m. on the 5th day or 12:00 p.m. on the 10th day to submit attendance.** Enrollment verification data may be submitted any time after a class has met and all students are accounted for. **This enables the Financial Office to release federal aid sooner and students to know it has been done.** Note: If a course meets for the first time on the 5th day after the noon deadline, the instructor has until midnight to submit enrollment verification.

- If students show up, email, or add the course late in the week, log back in and only report attendance for that particular student prior to the deadlines.

- Once the deadline for the attendance submission passes, do not go back and modify anything. Any student inadvertently missed, or who emails after the 5th day deadline needs to be included in the 10th day submission. **If you do not meet the 12:00 p.m. deadline on the 5th or 10th day, you cannot submit attendance for that date.** Note: If a course meets for the first time on the 5th day after the noon deadline, the instructor has until midnight to submit enrollment verification.

- If a student attends, but is **not** verified by the instructor by the 10th day submission, the instructor must email financial aid and notify them of the mistake, **OR** the student may submit a paper enrollment confirmation form to the Financial Aid Office. Forms are available in that office.

**Verification codes and what constitutes attendance**

Enter an “H” (here) for those students who DID attend. **Do not enter anything** for those students who DID NOT attend.

- Verification for week 1 is entered in the “Fifth Day Attend” column prior to the 5th day deadline. If you miss the 5th day deadline **DO NOT GO BACK AND RE-ENTER** or make
changes to that column. Corrections and updates for 5th day attendance should be made in the 10th day column.

- Anyone who did not show up the first week, but shows up the 2nd week (or adds late) is entered in the “Tenth Day Attend” column prior to the 10th day deadline. If you miss the 10th day deadline DO NOT GO BACK AND RE-ENTER or make changes to that column. Corrections and updates for 10th day attendance should be made by e-mail to the Financial Aid Office or by the student submitting a paper enrollment confirmation form.

- If a student is physically present in the classroom, they can be verified as actively enrolled and attending. For online courses, the student must participate in a discussion activity OR email their instructor with confirmation of their presence in the course. Students who are unable to attend their 1st or 2nd week of class may also email their instructor to verify their attendance if the instructor believes they have a legitimate excuse for their absence.

**Attendance verification deadlines**

Attendance verification should be submitted as soon as possible, but no later than **12:00 pm of the 5th and 10th days** of the semester. Note: If a course meets for the first time on the 5th day after the noon deadline, the instructor has until midnight to submit enrollment verification.

**Late Start Students** Attendance must also be submitted for those students who add the class after the 10th day deadline. For those students, instructors must email financial aid and notify them of the student’s presence in the course, OR the student may submit a paper enrollment confirmation form to the Financial Aid Office. Forms are available in that office.

**Late Start Courses** For Classes that start after the 10th day, instructors must submit attendance on the first day of the late-start session. Use the “Late start/module start” column for classes that start after the 10th day.

**Summer Session Courses** For all Summer School sessions, instructors must submit attendance on the first day of the summer session. Use the “5th day attend” column for all summer school courses.

<table>
<thead>
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<th>Student</th>
<th>ID</th>
<th>Stat</th>
<th>Midterm</th>
<th>Gr 2</th>
<th>Gr 3</th>
<th>Fifth day attend</th>
<th>Tenth day attend</th>
<th>Late start/module start</th>
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**Questions**

Questions regarding the enrollment verification submission process and reporting should be directed to the Registrar: 792-2875.

Questions regarding financial aid eligibility and consequences of non-reporting should be directed to the Financial Aid Director: 792-2224.