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

**Submission of Verification**

Attendance must be verified for students by 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 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 on 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.
Click submit.

- 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**. You DO NOT have to wait until 4:00 p.m. on the 5th day or 4:00 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.

- 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 4:00 deadline on the 5th or 10th day, you cannot submit attendance for that date.

- 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 10\textsuperscript{th} 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 1\textsuperscript{st} or 2\textsuperscript{nd} 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 **4:00 pm of the 5\textsuperscript{th} and 10\textsuperscript{th} days** of the semester.

**Late Start Students** Attendance must also be submitted for those students who add the class after the 10\textsuperscript{th} 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 10\textsuperscript{th} 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 10\textsuperscript{th} day.

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

<table>
<thead>
<tr>
<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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**Verification Reports**

Attendance verification reports will be run Wednesday, Thursday, and Friday mornings of the first and second week in order to ascertain who has and who has not submitted verification. We realize that some instructors will not be able to submit final verification until late Friday afternoon.

A final report will be run at 4:00 p.m. on the 5\textsuperscript{th} and 10\textsuperscript{th} day. All reports will be run by the Registrar’s office and sent to the Vice President of Student Affairs. He in turn will send the report to the Provost, Deans, and Division Chairs.

**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.