

## Enrollment/Attendance Verification Procedures for Faculty and Staff

### Why do we need to verify enrollment?

Federal regulations require institutions to verify that attendance commenced for each student in all the classes for which they received financial aid. **Failure to comply could result in the loss of federally funded financial aid for LCSC students.** Other institutions disburse and collect financial aid differently. At LCSC we don't want to run the risk of being out of compliance with federal regulations due to the fact that over 80% of our student population depends on financial aid.

### Submission of Verification

Enrollment /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.

**Faculty Information**

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Choose the current term. Click submit.

### Submit Grades/Attendance

Term Fall 2011  
Select a term or date range to restrict your class list

Start Date  End Date

Select "midterm/intermediate" from the dropdown menu, then select the appropriate course.

### Grading

Final or Midterm/Intermediate Grading Midterm/Intermediate

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
C	ENGL-102-09 Research Writing	08/22/11	12/15/11	FA	200	12:00PM - 01:15PM	MW	ONC	2011FA

Click submit.

- You do not have to wait until the 5<sup>th</sup> 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 5<sup>th</sup> day or 4:00 p.m. on the 10<sup>th</sup> day to submit attendance. Enrollment verification data may be submitted any time after a class has met and there is 100% attendance.
- If students show up, email, or add the course late in the week, you will 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 5<sup>th</sup> day deadline needs to be included in the 10<sup>th</sup> day submission. If you do not meet the 4:00 deadline on the 5<sup>th</sup> or 10<sup>th</sup> day, you cannot submit attendance for that date.
- If a student attends, but is **not** verified by the instructor by the 10<sup>th</sup> 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.

Enter an “X” (not here) for those students who DID NOT attend.

Student	ID	Stat	Midterm	Gr 2	Gr 3	Fifth day attend	Tenth day attend	Late start/module start
Iam, Sam	00000	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="X"/>	<input type="text" value="H"/>	<input type="text"/>
Doe, John	00001	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="H"/>	<input type="text" value="X"/>	<input type="text"/>

- Verification for week 1 is entered in the “Fifth Day Attend” column by the 5<sup>th</sup> day deadline. If you miss the 5<sup>th</sup> day deadline DO NOT GO BACK AND RE-ENTER or make changes to that column. Corrections and updates for 5<sup>th</sup> day attendance should be made in the 10<sup>th</sup> day column.
- Verification for week 2 is entered in the “Tenth Day Attend” column by the 10<sup>th</sup> day deadline. If you miss the 10<sup>th</sup> day deadline DO NOT GO BACK AND RE-ENTER or make changes to that column. Corrections and updates for 10<sup>th</sup> 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<sup>st</sup> or 2<sup>nd</sup> week of class may also email their instructor to verify their attendance if the instructor believes they have a legitimate excuse for their absence.

### Enrollment/attendance verification deadlines

Enrollment /attendance verification **must be submitted by 4:00 pm of the 5<sup>th</sup> and 10<sup>th</sup> days** of the semester.

### Late Start Students

Attendance must also be submitted for those students who add the class after the 10<sup>th</sup> 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<sup>th</sup> 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<sup>th</sup> day.

Student	ID	Stat	Midterm	Gr 2	Gr 3	Fifth day attend	Tenth day attend	Late start/module start
Iam, Sam	000000	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	H <input type="text"/>

### Verification Reports

Attendance/enrollment 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<sup>th</sup> and 10<sup>th</sup> day. All reports will be run by the Registrar's office and sent to the Dean of Student Services. 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.